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Business Management - Manager

28 May by Pro-Finance

£ £50,000 - £60,000 per annum

📍 London

🕒 Permanent, full-time

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Full job description

Business Manager / Assistant Manager | Creative & Entertainment Clients

London | Hybrid (3 days office-based)

Salary: Up to £60,000 (DOE) + excellent benefits

Are you an experienced Business Manager or Accountant looking to work with high-profile clients across the entertainment, media and sports industries? We're partnering with a growing international business management firm to hire a Business Manager or

strong Assistant Manager into its expanding London team.

This role has come about due to **significant new business wins and continued growth**, making it an exciting opportunity to join at a key stage as the London office scales.

This is a fantastic opportunity to work with an exciting client base including artists, athletes, actors and international clients, while gaining exposure to a wide variety of financial and advisory work.

The Business Manager Role:

As a Business Manager / Assistant Manager, you will take ownership of a portfolio of clients, managing their day-to-day financial affairs across accounting, tax and business management services.

You will work closely with senior leadership while supporting junior staff, with a strong focus on client relationships and delivering a high-quality, responsive service.

Business Manager Key Responsibilities:

- Managing a portfolio of clients across entertainment, media and sports sectors
- Acting as the main point of contact for client financial and business affairs
- Reviewing financial statements, tax returns, VAT and management reporting
- Overseeing bookkeeping and supporting junior team members
- Managing cashflow, payments, budgeting and financial controls
- Liaising with internal teams across accounts, tax and payroll
- Supporting clients with ad hoc financial queries and advisory matters
- Assisting with HMRC matters and compliance requirements
- Supporting billing processes and portfolio profitability

relationships and taking ownership of work.

Ideal experience includes:

- ACA / ACCA qualified or equivalent
- Strong background in practice, business management or accounts

- Experience reviewing accounts, tax and financial information
- Comfortable working directly with clients in a fast-paced environment
- Strong organisational and communication skills
- Interest in entertainment, media or sports sectors beneficial but not essential

Culture & Environment:

- Entrepreneurial and fast-growing firm with strong international backing
- Collaborative, close-knit London team with ambitious growth plans
- Exposure to high-profile clients across music, film, sport and media
- Opportunity to work closely with Partners and senior stakeholders
- Agile environment offering more autonomy than larger firms

Working Pattern & Benefits:

- Hybrid working with a typical 3 days in the office
- West End location
- Opportunity to collaborate with international teams across the US and UK
- Clear progression opportunities as the London team grows
- Competitive salary up to £60,000 with flexibility depending on experience

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- Stage 1: Initial screening call to discuss role and client exposure
- Stage 2: Technical and commercial interview with senior leadership
- Final stage may include team introduction if required

If you're looking for a Business Manager role offering **varied work, exciting clients and genuine progression** within a growing international firm, we'd love to hear from you.

As an employer, we are committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if there are steps, we can take to ensure that your

recruitment process enables you to present yourself in a way that makes you comfortable.

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Ibrahim kudu Uthman

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Personal Profile

A reliable, dedicated, and hardworking professional with extensive experience as a Traffic Marshal Supervisor and a valid SIA Licence. Experienced in supervising teams, keeping high health and safety standards, coordinating site traffic, and ensuring the safety of both pedestrians and vehicles. A strong communicator who stays calm under pressure and works effectively with colleagues, contractors, and members of the public. Holds a Level 3 Diploma in Health and Social Care and is committed to continuous professional development while contributing positively to any organisation.

Professional Experience

Combined service provider

Traffic Marshal Supervisor

June 2012 – November 2012

Key Responsibilities

- Supervise traffic marshal operations and coordinate daily site activities.
- Ensure the safe and efficient movement of vehicles and pedestrians across construction and work sites.
- Enforce health and safety regulations and ensure compliance with site procedures.
- Communicate effectively with drivers, contractors, visitors, and site management.
- Monitor site access and help in keeping a safe and secure working environment.
- Respond promptly to incidents, resolve on-site issues, and complete incident reports where needed.
- Support and mentor team members to keep ambitious standards of safety and professionalism.

Education

Level 3 Diploma in Health and Social Care

Newham College

20/06/2013 till 10/06/2014

Business skills for the workplace

06/10/2025 till date

- Communication and interpersonal skills
- Teamwork and leadership
- Problem-solving
- Record keeping and organisation
- Time management
- Professionalism and confidentiality

Licences & Certifications

- Valid SIA Licence
- Level 3 Diploma in Health and Social Care

Key Skills

- Team leadership and supervision
- Traffic management
- Health and safety compliance
- Security and site management
- Customer service and communication
- Problem-solving and decision-making
- Organisation and time management
- Ability to work under pressure
- Reliable, professional, and adaptable
- Microsoft Word, Excel, and Outlook

Hobbies & Interests

- Playing video games
- Spending time relaxing, reflecting, and recharging

Ibrahim kudu Uthman
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Hiring Manager
Pro-Finance
London, United Kingdom

8 July 2026

Application for Business Manager / Assistant Manager Position

Dear Hiring Manager,

I am writing to express my interest in the Business Manager / Assistant Manager role at Pro-Finance. While my experience has centred on traffic management and site supervision, I am keen to move into business management, where I can use my leadership, organisational, and communication abilities while advancing my career in a professional, client-focused setting.

Over recent years as a Traffic Marshal Supervisor, I have supervised teams, coordinated daily activities, upheld health and safety standards, and communicated clearly with contractors, management, and the public. This position has enhanced my leadership, problem-solving, and decision-making skills and shown me how to stay composed and effective in busy environments.

Alongside my practical background, I hold a **Level 3 Diploma in Health and Social Care** from Newham College, where I built skills in communication, teamwork, organisation, confidentiality, and record keeping. I am also comfortable using Microsoft Word, Excel, and Outlook and am eager to learn new systems and grow professionally.

This opportunity appeals to me because of your firm's reputation for collaborating with high-profile clients and offering strong career development. I am excited about joining a cooperative team where I can apply my solid work ethic, dependability, and dedication to excellent service while expanding my business management knowledge.

Thank you for considering my application. I would value the chance to discuss how my transferable skills, leadership background, and enthusiasm could make me a helpful addition to your team. I hope to hear from you soon.

Yours faithfully,

Ibrahim kudu Uthman