



ISCVE Limited
Institute of Sound, Communications
& Visual Engineers

PO Box 3251
Gloucester
Gloucestershire GL1 9FU

Tel
+44 (0)118 9542175

Email
info@iscve.org.uk

Web
www.iscve.org.uk

Business Manager Job Description

Reporting to Directors and Council

Responsibilities include, but are not limited to:

General Office

- Deal with general enquiries from members and the public
- All general office duties, such as stationery, telephones, post etc.

Company Secretary Duties

- Deal with Companies House
- Deal with nominated banks
- Deal with investment funds
- Deal with insurance liability cover
- Manage AGM logistics, agenda, minutes and procedures
- Manage Board meeting agenda, minutes and procedures
- Manage Council meeting logistics, agenda, reports, minutes and procedures

Finance

- VAT Returns
- Submission of annual accounts to Accountant
- Book-keeping; sales and purchase ledgers
- Profit & Loss accounts
- Credit Control
- Banking
- Assist with budgeting

Marketing

- Oversea content of monthly ISCVE enewsletter
- Institute literature design and print requirements
- Website content editor
- Liaising with external marketing consultant
- Oversee and advise Marketing, Training & Events Manager

Events

- Oversea content for exhibition promotion
- Attend exhibitions and other events

- Oversee and advise Marketing, Training & Events Manager

ECS Card Scheme

- Oversee and advise ECS Card Scheme administrator
- Liaise with JIB/ECS on managerial matters
- Back-up administration cover for ECS Scheme assessments and card orders.

Training

- Oversee and advise Marketing, Training & Events Manager on training course logistics and promotion.
- Back-up administration cover for Training courses.

Membership

- Manage all membership applications from submission through to confirmation
- Manage all membership upgrade applications
- Deal with membership queries and promote membership benefits
- Manage member database
- Oversee automated membership subscriptions
- Manage all supporting membership applications from submission through to confirmation
- Arrange supporting member company logos on website
- Arrange printed supporting member plaques for presentation

ISCVEx

- Liaise with contracted venue
- Work with ISCVEx committee to organise seminars, exhibitors, networking dinner
- Administration, logistics and attendance

Technical

- Receive technical enquiries and seek responses from Council or membership.
- Manage queries and orders for British Standards

Other

- Build relations with other industry stakeholders
- Any other ad-hoc duties required