



ILM2AMAL™
KNOWLEDGE TO ACTION



Business Administrator

- **Location**

Bolton

- **Contract Type**

Full Time 6 Month Contract

- **Salary**

£16-18k (Subject to assessment and experience)

- **Benefits**

11 Days Holiday

To apply for this position, please email your C.V. (2 pages) and covering letter (1 page) setting out your interest and suitability for the role to:

recruitment@ilm2amal.org

About Knowledge to Action

We are specialists in character development and social action, providing educational resources and training that aim to nurture confident British Muslims who will benefit society through strong character and social responsibility.

Our mission is to focus on the holistic development of learners in Britain and to make transformative character education accessible to the communities they live in.

As a growing organisation, we are recruiting talented individuals with the skill-set, passion and commitment to make this vision a reality.

The Role

We are looking to recruit a Business Administrator to provide temporary cover at our Head Office in Greater Manchester.

Successful candidates will work closely with the senior management team and will be supported by a wider accounts and operations department.

Job Description

Office Administration

- Maintenance of the office, handling all incoming phone and email enquiries and providing general support to managers and the wider team.

Sale and Accounts Support

- Providing customer support, preparing orders for dispatch, managing stock levels, raising invoices and credit control.

Events Co-ordination

- Managing logistics for team meetings and providing assistance at training events, conferences and exhibitions.

Person Specification

Essential Criteria

Skills and Experience

- Experience working within a business admin role.
- Proficient use of the Microsoft Office package, specifically Excel.
- Excellent written and verbal communication skills.
- Ability to work using own initiative with little supervision, showing good organisational skills.
- Ability to work to deadlines and within limited response times.
- Good problem solver with attention to detail.

Work Ethic and Attitude

- Responsible, trustworthy and a self-starter.
- Growth mindset with a 'can do' attitude and flexibility.
- People centric, goal oriented and performance driven.
- Comfortable working in a fast-paced, collaborative environment; must be a team player.
- Dedication and commitment to continuous improvement.
- Ability to manage multiple deadlines simultaneously.
- Enthusiastic and imparting enthusiasm to others.

Desirable Criteria

- 2:1 degree or above in Accounting or Business Administration
- 3 A Levels grade B or above.
- Previous experience working at a UK based charity.
- Proficient use of Sage 50 Accounts or similar accounting software.