

## Adviser

You will help businesses to do more and go further by providing advice across a range of business themes.

<b>Team / Manager</b>	Advice Team / Operations Manager - Advice
<b>Why your role is important</b>	Running a business can be a daunting task. You will help business leaders to identify what they need to do to, how to do it, and who can help them, which maybe you or someone in UMi's network.

## MAiN RESPONSiBiLiTiES

- Contribute to the delivery of public projects as required.
- The opportunity to undertake project management as required.
- Deliver commercial contract work with businesses as directed.
- By using effective communication methods, you will build relationships with business owners.
- Undertake business and financial assessments, following UMi diagnostics across a range of business themes, e.g. finance, digital, productivity, supply chain, to develop action plans with the business, develop projects to help UMi make decisions.
- Undertake assessments of a business' projects to inform decision making.
- You are able to produce clear written reports and actions plans for clients and communicate them clearly.
- Underpin the ART of UMi by at all times being willing to use your skills, experience and personal characteristics to support projects and activities outside of your core role.
- Be UMi's greatest advocate through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.

## YOUR ROLE WITHiN UMi

- You will work in the Advice team reporting to the Operations Manager Advice
- You may be an Adviser who is a business generalist or with a focus on specific business themes or groups of themes, for example general business finance, business development or digital adoption.
- You have no budget responsibility.
- You have no line management responsibility.
- You will be responsible for delivering commercial work that is directly chargeable to the business as well as public service contracts.

## THE ART OF UMI

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they’re tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they’re powered by people.

### THE ESSENTIAL THINGS YOU NEED

- Have a good understanding of company accounts, including cashflow P&L, balance sheet etc.
- Have a relevant qualification (SFEDI Level 7) or equivalent demonstrable experience in business advice or consultancy.
- A proven understanding of business, business themes and the challenges facing businesses who want to go further.
- Experience of using diagnostics and agreeing action plans with businesses.
- Be a great communicator verbally and in written form, able to understand and distil complex issues to present them simply.
- Experience of managing a case load of business clients.
- Experience of delivering exemplary customer service.

### THE THINGS THAT WILL HELP BUT ARE NICE TO HAVE

- Knowledge, experience, or qualifications in more focused/groups of specific business themes, for example general digital adoption by businesses, general sales and marketing, general business finance.
- Experience of public funding rules.
- Experience of UK Subsidy Control rules.
- Experience of using Microsoft Dynamics 365.