

Business Adviser, Portobello Business Centre**Location: North Kensington, London****Salary: £38k-£46k FTE (dependent on experience)****Reports To: Head of Business Advisers****About Us**

Portobello Business Centre (PBC) is a small but ambitious not-for-profit social enterprise dedicated to empowering individuals to start and grow businesses, helping them thrive from inception to success.

Committed to fostering economic inclusivity and innovation, PBC provides vital resources, support and expertise to budding and existing entrepreneurs.

Since our establishment in the vibrant 1990s, we have been a cornerstone for thousands of clients across a multitude of sectors. In fact, our early support was crucial for household names like Innocent Drinks, Charlie Bigham's and Karen Millen.

We are seeking someone with a strong finance background who is looking to train to become a business adviser in order to help us support the journeys of pre-start, small and medium-sized businesses.

Working under the guidance of our Head of Business Advisers, you will provide expert advice, mentorship and support, transforming aspirations into thriving ventures.

The Role

We're looking for someone from a finance background - maybe you've worked as a bookkeeper or accountant - who's ready for a change. If you're curious about the bigger business picture, we'll help you make the leap.

You'll work closely with entrepreneurs from all walks of life, including those who've faced real challenges - whether that's financial hardship, health barriers or other life circumstances to help them grow. You'll bring your financial knowledge to the table and we'll support you to develop in areas like business data interpretation, marketing performance and strategic planning.

This is a hands-on role with space to learn, stretch and grow. We're looking for someone who wants to be part of a team that's not afraid to re-write the rulebook.

What You'll Do

- Offer tailored 1:1 support to pre-start and growing businesses, including those from underrepresented or challenging backgrounds
- Use your financial skills to help clients build strong foundations
- Learn how to interpret data and evaluate marketing performance
- Support the admin team, delivery of business support programmes and workshops
- Help shape and improve how we work with clients
- Track client progress using our CRM system
- Build networks and connect clients with the right people and opportunities

What You'll Bring

- Experience in finance (bookkeeping, accountancy or similar)
- A real interest in making a career shift and learning new skills
- Great people skills and a willingness to muck in
- Confidence with Microsoft 365, Teams and Zoom
- Curiosity, energy and a can-do attitude

Desirable (but not essential)

- Experience working with start-ups or small businesses
- Knowledge of marketing, sales or business planning
- An entrepreneurial mindset or background
- Experience working with people from diverse or challenging backgrounds

Why Join Us?

We're a small team doing big things. You'll have the chance to develop your skills, work with a wide mix of businesses and play a key part in shaping how we do things.

We offer a supportive environment where learning is encouraged and ideas are welcome. If you want to be part of a team that's helping people do business differently, we'd love to hear from you.

You must have the right to work in the UK.

To apply, send us a 2-page CV and a 1-page cover letter telling us why this role's right for you.