

## INTRODUCTION

### Business Manager

The International Zoo Veterinary Group (IZVG) is currently recruiting for a full-time position as a Business Manager. The position is based in our newly-refurbished offices in Keighley, West Yorkshire, a town close to the Yorkshire Dales, Leeds and Manchester.



## BACKGROUND

The International Zoo Veterinary Group (IZVG) was founded in 1976, by the association of two practices involved in zoo animal medicine and is now the largest full-time zoo and wildlife practice in the world. The group work with zoos, parks and aquaria around the world, treating wild, rare and endangered species. IZVG currently has six specialist zoo and aquarium vets who mostly work on location at our client collections across the UK and abroad. You will join a small and friendly administrative and research team who work in our recently refurbished premises in Keighley, West Yorkshire.

The practice also employs two full-time veterinary pathologists, who run IZVG Pathology, and two histology technicians. IZVG Pathology is a leading provider of post mortem and histopathology services for zoo, wildlife, exotic pet and aquatic species, and has been providing these for veterinarians, zoos and aquaria in the UK and overseas since 2003.

IZVG's work is also closely linked with conservation charity Wildlife Vets International and veterinarians from IZVG have become increasingly involved in providing veterinary support to conservation projects. Specialist veterinary knowledge is vital to these projects, which IZVG is placed perfectly to provide.

## JOB DESCRIPTION

### JOB SUMMARY

As Business Manager, you will be responsible for organising the strategic, general and financial management of the practice and business development. You will be expected to manage the day to day running of the practice to ensure the office runs smoothly. The role will also involve finance duties including maintaining accounts, invoicing, purchasing, payroll, pricing, booking up, pensions, banking and insurance policies.

### KEY BENEFITS

- Salary consistent with experience and responsibilities
- Enrolment in company pension scheme with employer contribution
- 23 days annual leave plus statutory holidays, rising with period of employment
- Support for relevant external Continuing Professional Development
- Tenure: Permanent, subject to 6-month probationary period

## PRIMARY DUTIES AND RESPONSIBILITIES

- Finance
  - Payroll
  - Maintaining accounts
  - Banking
  - Invoicing, sales and purchases
  - Pricing
  - Booking up
  - Pensions
  - Insurance policies
- HR; line manager to administrative and research team; recruitment, staff training; appraisals
- Office management
- Business development
- Health and safety management
- Advertising and marketing

## PERSON SPECIFICATION

### EDUCATION

Higher education qualification in business or finance.

### EXPERIENCE

A minimum of 5 years working in HR and/or finance. Veterinary industry experience valuable but not essential.

## TERMS AND REMUNERATION

- Full time
- Salary commensurate with experience
- Tenure: Permanent, subject to 6-month probationary period
- Reports to IZVG Partners

## RECRUITMENT PROCESS

To apply, please fill out the **application form**, available at <http://www.izvg.co.uk/izvgnews.html> and send it, along with a copy of your **CV**, by email to [hr@izvg.co.uk](mailto:hr@izvg.co.uk).

All applications to be completed in the English language.

The closing date for applications is **5pm Friday 8<sup>th</sup> June 2018**.