

JOB DESCRIPTION	
Position (job title): General Manager, Finnish-British Chamber of Commerce (FBCC)	Reporting to (solid line): FBCC Chairman
Main purpose of the role:	
<ul style="list-style-type: none"> implementing FBCC's mission of developing, expanding, and maintaining a healthy, vibrant, and sizeable membership amongst the UK based Finnish and Nordic business communities, so that the members can benefit from the extensive member network provided by FBCC, including developing targeted connections amongst themselves; planning, organizing, and managing the day-to-day operations of FBCC creating and implementing the annual Business Plan as approved by the FBCC board driving, leading and developing new members according to set targets, and managing the existing membership relationships. 	
Main duties and responsibilities:	
<ul style="list-style-type: none"> Actively maintaining and improving your knowledge of FBCC's designated business and other areas of relevance for the position; Being the primary point of contact to all FBCC members; Organizing quarterly board meetings and an Annual General Meeting; Memberships: proactively sourcing new Corporate and Patron memberships according to targets set out in the annual Business Plan; Digital Marketing: responsibility for content creation for website, newsletters, social media; updating and maintaining the website and all FBCC social media accounts; creating printed materials for events, e.g. flyers and brochures; creating questionnaires for members regarding the services and events organized; Events: developing new events ideas, presenting such ideas to the Board, and being responsible for planning, marketing and implementing such events from initial idea creation to planning, budgeting and delivery; scouting for new event venues, suppliers, speakers, etc.; raising sponsorships for events; Financial Management: responsibility for daily book-keeping; invoicing, paying bills; monitoring FBCC's results, profitability and performance; Business Plan & financial forecasts: preparing and presenting for approval to the FBCC Board an annual business plan and financial forecast by 30 November of each year; implementing such business plan, targets and strategies for the further development of the FBCC's business; and preparing individual events' budgets; Internal financial control: monitoring the cashflow to ensure it operates closely within the annual cashflow forecast, and to update the cashflow forecast on a monthly basis comparing actual to forecast cashflow; External financial control: liaising closely with FBCC's accountants to ensure accurate and timely preparation of annual financial statements, tax returns, and any other regulatory reporting requirements Assisting in the recruitment, training, motivation and performance of any assistants or trainees from time to time employed by FBCC; Conducting a flexible and trustworthy leadership of FBCC, including the handling of personnel responsibility for any employees reporting directly to you; Ensuring compliance with any applicable laws, regulations, instructions and guidelines; Being responsible for your personal development. 	
POSITION RELATED KEY REQUIREMENTS	
Education:	Language skills:
<ul style="list-style-type: none"> As a minimum, Bachelor's degree in business, commerce, marketing, or other relevant subject, and a Master's degree is preferred. 	<ul style="list-style-type: none"> English and Finnish fluency and proficiency, (both written and spoken), are essential. Other relevant languages are beneficial
Competence and skills:	Personal qualities:
<ul style="list-style-type: none"> Ability to communicate and cooperate effectively with people across all levels of business and various industries Good time-management skills, with ability to multitask and effectively prioritize incoming workload Good written and oral communication skills Able to argue and demonstrate benefits effectively, and quickly finalize negotiations, when marketing memberships and events Managerial and people management skills Experience with various software desirable (MS-Office, InDesign, Xero) and excellent digital marketing knowledge 	<ul style="list-style-type: none"> Strong inter-personal skills Active listening and asking right questions Independent, proactive and innovative approach to work, with the ability to take initiatives and come up with new ideas; Highly driven, ambitious and assertive Effective leadership skills A good team player