

Job description

Business Adviser (Training Provided)

Location: North Kensington, London

Salary: £38k-£46k FTE (dependent on experience)

Hours: Full-time, 5 days per week (office-based)

Reports To: Head of Business Advisers

Application Deadline: 5pm, 8th August 2025

About Us

Portobello Business Centre (PBC) is a not-for-profit social enterprise dedicated to helping individuals from all walks of life start and grow businesses. Since the 1990s, we've supported thousands of entrepreneurs - including the early journeys of now-household names like Innocent Drinks, Charlie Bigham's and Karen Millen.

We believe in doing business differently: championing inclusivity, creativity and hands-on support. We're a small, driven team that makes a big impact and we're looking for someone to grow with us.

About the Role

Are you a finance professional looking for a change? Maybe you're an accountant or analyst who's curious about the broader world of business support. This role offers a rare opportunity to pivot your finance career into a purpose-driven advisory position - and we'll help you every step of the way.

As a Business Adviser, you'll work directly with aspiring entrepreneurs and small business owners - many from underrepresented or challenging backgrounds. You'll use your financial expertise to help build solid foundations and we'll train you in areas like:

- **Business model development**
- **Strategic planning**
- **Performance analysis**
- **Client relationship management**

You'll receive structured induction, shadowing, peer mentoring and ongoing CPD opportunities. This is a hands-on, high-impact role where no two days are the same - ideal for someone who's ready to learn, stretch and make a difference.

Portobello Business Centre, Morley College, Wornington Road, London W10 5QQ

Tel: 020 7460 5050

Web: www.pbc.co.uk

Email: info@pbcc.co.uk

What You'll Do

- Provide tailored 1:1 support to pre-start, established and growing businesses
- Use your financial knowledge to guide clients on cashflow, forecasting and financial sustainability
- Learn how to assess and interpret business data, performance and viability
- Help deliver support programmes and workshops
- Collaborate with the admin and delivery teams
- Track client progress using our CRM system
- Build networks and connect clients to wider opportunities

What You'll Bring

- A strong background in finance, evidenced through qualifications (e.g. ACA, ACCA, CIMA or equivalent)
- A desire to transition into a business advisory or entrepreneurial support role
- Great interpersonal skills and a willingness to learn new disciplines
- Curiosity, initiative and a proactive, collaborative approach
- A genuine interest in supporting people from diverse backgrounds

Desirable (not essential)

- Experience working with start-ups, microbusinesses or community organisations
- Familiarity with business planning, sales or marketing
- Experience supporting people facing barriers (e.g. financial hardship, health conditions)
- Confidence with Microsoft 365, Teams, Zoom and basic CRM tools

Why Join Us?

We provide:

- Purpose-led work that supports real people and real businesses
- A welcoming and learning-focused environment
- Opportunities to grow your skills and progress professionally
- The chance to help shape the future of inclusive business support
- We value curiosity, collaboration and creative thinking and we're proud to be a place where people feel empowered to make a difference.

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To Apply

- Send us:
- A maximum 2-page CV
- A 1-page cover letter telling us why this role is right for you
- Email your application to **info@pbc.co.uk** by **5pm on 8th August 2025**.
- You must have the right to work in the UK.