

Business Support Co-Ordinator



Join us!

Who we're looking for

- A highly organised individual with exceptional attention to detail
- A relationship builder who earns trust quickly, with the proven ability to influence and advise both colleagues and clients.
- Confident in dealing with clients and other visitors in person and over the phone
- Passionate about client services

The Business Support Co-ordinator plays a key role in creating a professional, organised and welcoming experience for both clients and colleagues.

Acting as the central point of co-ordination for front of house, office operations and business support activities, this role helps ensure the smooth day-to-day running of the practice.

From supporting client onboarding and compliance processes to organising meetings, events and stakeholder requirements, the Business Support Co-ordinator is instrumental in delivering a high-quality service experience and maintaining an efficient, well-organised working environment.

What you'll be doing



Front of house: Be the first point of contact for all enquiries and co-ordinate the effective delivery of our front of house operations. Ensuring all visitors receive a warm welcome, are well organised and looked after.



Office Co-ordination: Oversee and organise the effective running of our office on a day-to-day basis. Ensure meeting rooms are well maintained and organised with diaries and monitor and replenish office stock.



Diary and event support: Provide support to the directors and other senior stakeholders with diary management where required. Source and co-ordinate external event spaces for external meetings or team away days and work with the Practice Lead to co-ordinate these events ensuring they are well organised and deliver the desired outcome.



Client Experience and Onboarding: Provide support to the Practice Lead with non-technical onboarding activities ranging from AML checks, gathering clearance information and loading jobs on to our CRM. Ensure all clients receive the high levels of service experience in line with our standards and maintain data integrity standards and ensure that regulatory and compliance requirements are achieved in line with our onboarding processes.

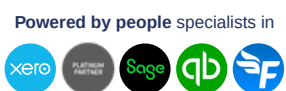


Authorisations and compliance support: Work with the office support senior to ensure that relevant authorisations are received for VAT, CT and PAYE and ensure that authorisations for filing personal tax submissions are obtained



Salary: £24,785

YOU know the numbers
that will shape **YOUR** future



Business Support Co-Ordinator



Join us!

Why work for Gravitate?

- Based in our modern **Sheffield** offices, we are building a dynamic practice around innovation and a people-first culture.
- Our mission is to create a **positive impact** from every encounter, educate those we meet to empower better decisions, and build an exceptional digital firm powered by people.
- When you join Gravitate, you join a forward-thinking team that values excellence, transparency, team wellbeing and passion for what we do.
- Gravitate is **powered by people**, and our team will always be at the heart of what we do as we collaborate with clients. Our commitment is to recruit like-minded individuals who share these core values.
- You can train great people to be great advisers, but you can't teach great advisers to be great people. We hire people for their **mindset and values**, not just their CVs.

We are re-shaping what professional services should be.



Our Core Values



Stronger Together



I enjoy what I do



I am kind



I am relentlessly proactive



I don't do things by halves



Time for what matters

YOU know the numbers
that will shape **YOUR** future



Powered by people specialists in



Business Support Co-Ordinator

→ Join us!

Our commitment to you

- **Full visibility of company performance** – You will form a key part of the business from the start; this knowledge helps us work together to smash targets.
- **Profit share** – Gravitare offers a profit share to the team, equal and spread across departments, subject to company performance.
- **Flexible working** – Flexible hours to suit your lifestyle.
- **Hybrid working** – Work remotely up to two days per week.
- **Modern offices** – A contemporary workspace designed for a modern team lifestyle.
- **Generous holiday allowance** – 25 days holiday plus bank holidays (increasing with years of service).
- **Birthday leave** – A paid day off for your birthday; grow older in style!
- **Personal development** – We are committed to helping you be the best "you."
- **Career progression** – Lead a team and grow a portfolio with unlimited earning potential.
- **Flexible dress code** – Casual by default, just smart when we need to be.
- **Regular team events** – We work hard as a team, so we enjoy our success together.
- **Weekly Fitness Truck sessions** – We work hard and work out harder!
- **Work mobile phone** – Be contactable by clients, but on your own terms.
- **Mental health and wellbeing support** – Dedicated resources to support your wellness.
- **Medicash benefit** – Providing cashback on expenses like therapy, opticians, and more. Available after 6 months service.

About Gravitare

We are Gravitare. A digital accounting and advisory practice based in Sheffield. We work with ambitious start-ups, scale ups and SMEs, helping them automate their finances, remove financial stressors and boost resilience as they grow.

We're building a digital firm that brings together financial know-how, tech innovation, a people-first culture, and community impact into one shared vision. You know the numbers that shape your future.

We are leaving the old-fashioned ways of accountancy in the dust, setting new and better standards, and always putting our people at the heart of our success.

Send your CV and a cover letter outlining why you're a great fit to becci@gravitate.digital

Becci Woolhouse

Practice Lead

Gravitare Digital Group



YOU know the numbers
that will shape **YOUR** future



Powered by people specialists in