



Vacancy - Commercial Manager (Part time, Dartmouth)

Salary circa £40,000 per annum (pro rata), starting salary dependent on skills and experience.

An exciting opportunity has arisen for a part time Commercial Manager to support the strategic development and operations of Dart Harbour.

This Dartmouth based position will play a crucial role in driving the organisation forward. The role reports directly to the Harbour Master/CEO as a key member of our management team. The successful candidate will be responsible for identifying new strategic opportunities, improving existing systems, developing opportunities for external partnerships, preparing business cases and leading long term financial planning.

As well as providing commercial expertise and leading the organisation as a whole this role also involves working within a close-knit office team and building relationships with a wide range of stakeholders and customers. The role sits alongside our Office and Accounts Manager who manages our day-to-day finances. There will also be opportunities to support the Harbour Master/CEO in working directly with our Board on significant projects.

If you have strong financial acumen and a passion for putting it to good use within an exciting organisation responsible for managing, protecting, and enhancing the most beautiful river in the world then we would love to hear from you.

To apply, please email office@dartharbour.org for the attention of the Harbour Master with your CV and a detailed cover letter. The closing date for receipt of CVs is 5pm on 5th June 2024

Additional Information

Main Duties and Responsibilities

Business Development

1. Responsible for business development within the organisation. Analyse current business areas, other ports and marine businesses, and other potential new business areas. Identify potential opportunities, develop business cases, and project manage the business development.
2. Understand the harbour strategy and operation – regularly spending time with the team and with stakeholders.
3. Alongside the Harbour Master, develop relationships with major customers, ensuring that we understand their needs and establish long-term mutually beneficial relationships.
4. Manage the financial planning and business cases for new projects in the harbour – both replacement of existing assets and development of new – and maintain the capital plan.
5. Identify opportunities for partnerships, co-funding, grants, etc.

Financial Strategy & Overview

6. Work with the Office & Accounts Manager and other members of the management team to develop the annual budget and price list each year, for approval by the harbour board.
7. Provide the main back up to the Office & Accounts Manager for day-to-day and strategic finance including payroll. Regularly review the accounts, transactions, processes, budgets, forecasts, and cash flow to provide internal assurance of business financial stability.
8. Responsible for the capital expenditure budget, the asset register, and for managing the balance sheet.
9. Take ownership of major supplier relationships, ensuring we get excellent value for money and service.
10. Manage the organisation's treasury function – this includes financial reserve savings accounts and any financial investments or loans that the organisation may require.

11. Ensure the external Accountants and Auditors produce annual audited accounts and tax returns, and in conjunction with the Office & Accounts Manager assist them to do this.
12. Be the main point of contact for the organisations' various pension schemes. Note that the payroll aspect of this sits with the Office & Accounts Manager.
13. Work with Harbour Master to maintain the strategic risk register.
14. Assist with the recovery of unpaid debt, and hold the statutory supplementary job title of 'Collector of Rates'
15. Support the board and senior management with financial analysis, advice and guidance as required.

Office General

16. Be a part of the office team, which will include interaction with customers – in person and by phone. This will include some occasional weekend working (approximately 1 weekend per month in the summer, with time off in lieu during the week).
17. Ensure that the organisation maintains compliance with GDPR.

Qualifications and Experience

- Significant experience in commercial management and/or business development.
- Financially literate – able to produce and understand accounts, and with a good understanding of best financial practices.
- Experience working with a wide variety of stakeholders.
- Experience in the marine industry is desirable.
- Experience working in a similar position within a similar size organisation (~£2M annual turnover)
- An ability to work efficiently and accurately, and effectively prioritise workload to meet deadlines.
- A desire to seek and accept constructive feedback and seek continuous professional development.
- Excellent written and verbal communication skills, including the ability to deliver an effective presentation to a small group.
- A high level of numeracy skills, enabling the accurate interpretation of financial information.
- Discreet and confidential.
- Highly competent with IT, data analysis and using a range of financial software.
- Strong interpersonal skills - calm under pressure, able to challenge constructively, develop creative solutions, manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation.
- Can work effectively with the wider management team to achieve organisational results.

Hours

- Part time – 3/4 days per week, normally 7.5 hours per day within Monday – Friday, but with flexibility to adjust for the right candidate.
- Note – working approx. 1 weekend dates per month in summer, with time off in lieu.

Other Benefits

Dart Harbour strives to be a great employer. In addition to your salary, benefits include generous holiday allowance, a good defined contribution pension scheme, private medical cover, limited parking, and a prime position waterfront office in the heart of Dartmouth.

The biggest benefit, however, is our friendly, small team ethic. We are an equal opportunities employer, and we welcome applications from all suitably qualified persons regardless of their background, which helps us to provide a diverse and inclusive working environment.

Please note: We undertake random screening for substance abuse and operate a zero-tolerance policy.

Further Information

- Additional information on Dart Harbour can be found by please visit our website: www.dartharbour.org where you will also find details of our [Dart Harbour Strategy 2023](#)

