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# Business Administration Apprentice

*Hybrid working. The Business Admin Apprentice will be required to be office based for a portion of the week - London SE11 5HJ*

## The Opportunity

We are looking for a Business Administration Apprentice to join Social Finance and work closely with our Business Support Manager. This hands-on role will provide you with valuable experience in a dynamic, mission-driven organisation. We are seeking a candidate with at least one year of experience in an administrative role. As we are a busy team, we need someone who can quickly adapt and start contributing immediately. You will support day-to-day operations, assist with key administrative tasks, and gain insight into the inner workings of a social impact organisation. This is a fantastic opportunity to develop your skills, learn from experienced professionals, and contribute to meaningful work that makes a difference in society. The apprentice will be based within our Central Team and will focus on providing business and administrative support.

Joining a company as an apprentice is an exciting opportunity to kick-start your career while gaining hands-on experience and earning a qualification. As a Business Administration Apprentice, you will be fully immersed in the workplace from day one, learning on the job alongside experienced professionals. You'll have the chance to contribute to meaningful work, grow your confidence, and apply the skills you learn in real-world situations. While you'll be supported by your team and a dedicated mentor, you'll also be expected to take initiative, ask questions, and take ownership of your learning journey. This apprenticeship will give you valuable insight into how a business operates while helping you build the skills and knowledge to progress in your career.

## The Team

The Central Team at Social Finance serves as the backbone of the organisation, providing essential functional support across all departments. This team includes Business Support, HR, Finance, IT, Communications and Risk & Compliance; it ensures the smooth day-to-day operations and enables teams to focus on driving social impact. By delivering key services and expertise, the Central Team forms the scaffolding that holds up the company, fostering a collaborative and efficient environment for everyone to thrive.

## Responsibilities

The role will be varied and challenging; much of your time will be spent supporting the Business Support Manager with:

- Organising external / internal meetings
- Booking travel, accommodation, conferences and meeting rooms
- Preparing and editing correspondence, presentations, communications and other documents

- Receiving and interacting with incoming visitors
- Updating finance and expense systems
- Arranging couriers and collections
- Organising supplies for the office
- Any other duties as requested

## About You

You should be a proactive learner with a keen interest in business administration and the drive to develop new skills in a fast-paced environment. A positive attitude and the ability to collaborate effectively with people at all levels are essential, as you'll be interacting with a number of different teams and stakeholders. Excellent written and verbal communication skills are key. This role also requires a high level of organisation and attention to detail, as you'll be managing multiple tasks, deadlines, and priorities simultaneously. You should be comfortable using technology and open to learning new software and tools as part of your development.

## Working at Social Finance

The fixed salary for this position is £25,700 per annum. Working for a mission driven organisation is more than just what we pay though, it's about our culture, our approach and what else we offer. [Read more about working at Social Finance here.](#)

## About Social Finance

We are an ambitious not for profit organisation that helps to design, fund and scale better solutions to complex social problems. Our vision is a fairer world where together we unleash the potential of people and communities. We do this by working in partnership with local and national governments, funders, communities and the social sector to tackle complex and enduring social problems in the UK and across the world.

Our skills include financial analysis, data and digital insight, outcomes-focused partnerships, strategy, research and design. We combine these specialisms in different ways to address specific social challenges. We create effective solutions that blend the expertise of communities and professionals to deliver better outcomes in issues such as homelessness, domestic abuse, children's services, health, employment and skills.

Ready to make your own impact on these issues? Then come and join us.

Our multi-skilled team of over 120 people come from diverse backgrounds in the public, private and charity sectors, all sharing a passion for making change happen. We provide a high-quality training and development programme in-house with great opportunities for career progression. We're a friendly and intellectually curious bunch, always up for a debate. [Read more about what it's like to work here.](#)

## Our Values

Everyone at Social Finance believes that change for communities is possible. To help us achieve it, we have three core values that guide everything we do. We are [curious, empathetic and pioneering](#).

## Equity, Diversity and Inclusion

We actively encourage applications from under-represented and minoritised groups, including those with lived experience of the social issues we are working to address. We are an equal opportunities employer.

We support a range of flexible working options and welcome UK based applications from outside of London/the Southeast so far as they can meet the in-person meeting requirements for the role. We can also accommodate secondments and part-time working. [Read more about our approach to equity, diversity and inclusion here.](#)

We work on some projects where our clients may require different levels of DBS checking for our employees. Candidates deemed suitable for a role after interview will be asked to declare any unspent convictions to ensure that we are able to resource them to projects appropriately.

## How to Apply

We use an application platform [Applied](#), developed by the Behavioural Insights Team, to record your application. Applied uses behavioural and data science to improve hiring decisions and minimise unconscious bias in the recruitment process.

You will be asked to respond to situational based questions which will allow you to express your ability. Your answer to each question will be viewed in isolation. Please therefore ensure there is enough detail in that single response, without any references to your other responses.

NB: While we are asking for your CV, please note that we will not be viewing your CV during the initial sift process. The selection panel will not have access to your CV, so it is therefore essential that you respond to each question fully.

Apply for this position by clicking this [link](#) or by copying and pasting the address below

<https://app.beapplied.com/apply/dojgi5eg9q>

Closing date for applications: **Tuesday 29 October at 13:30**

If you have any queries regarding the role, please contact **Beth O'Brien** ([bethan.obrien@socialfinance.org.uk](mailto:bethan.obrien@socialfinance.org.uk))