

BID Administrator Job Description

The BID Administrator reports to the Chief Executive.

Main responsibilities are:

- To be responsible for office management
 - To be responsible for day to day financial management of the BID company
 - To be responsible for setting up meetings with stakeholders, service providers and Westminster City Council
 - To service the Board meetings and Business Group meetings
 - To co-ordinate company events
 - To co-ordinate the development of the area website
 - To carry out the SRB monitoring procedure and deal with any reporting required
 - To carry out the role of Company Secretary
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