



# CELTICSEAPOWERS

**Job Title:** Business Administrator

**Location:** Home working with 6 weekly team contact days in Hayle, Cornwall.

**Hours:** Part-Time (flexible- 20 hours per week) with potential to extend to full time

**Salary** £26,500 + benefits pro rata

**Closing Date** Monday 13/04/26

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## About Celtic Sea Power

Celtic Sea Power are working to maximise the benefits of offshore renewable energy development for Cornwall and the wider Celtic Sea region.

We are a **Living Wage Foundation Employer**, offering an inclusive, rewarding, and forward-thinking work environment. If you want to contribute to the future of clean energy while making a tangible impact on regional development, this role is for you

## Role Overview

We are seeking a highly organised and proactive Part-Time Business Administrator to support the day-to-day operations of the organisation. This is a varied role involving administrative support, finance coordination, basic IT assistance, and event and travel arrangements. The ideal candidate will be detail-oriented, reliable, and comfortable managing multiple tasks efficiently.

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## Key Responsibilities

### Administrative Support

- Provide general administrative support across the organisation
- Maintain accurate records and filing systems (digital and physical)
- Assist with correspondence, scheduling, and document preparation
- Support ad hoc administrative and operational tasks as required
- Policy updates
- Liaising with Shareholders and Board and ensuring timelines are adhered to.



A CORNWALL  
COUNCIL COMPANY



Chi Gallos, Hayle Marine  
Renewables Business Park, North  
Quay, Hayle, Cornwall, TR27 4DD



Phone 01736 800290

## **Travel & Event Coordination**

- Arrange travel, accommodation, and itineraries for staff as needed
- Coordinate small-scale events, meetings, and workshops
- Liaise with venues, suppliers, and attendees to ensure smooth delivery

## **Finance & Bookkeeping Support**

- Enter financial transactions into QuickBooks accurately and in a timely manner
- Maintain and update Excel transaction lists for grant claims and reporting
- Assist with expense and credit card processing
  
- Assist with reconciling records and tracking expenditure
- Submit invoices for CEO approval and follow up where necessary
- Support general finance administration tasks

## **IT & Systems Support**

- Provide basic IT support (e.g. troubleshooting common issues, liaising with external providers if needed)
  - Assist with maintaining internal systems and ensuring data is up to date
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## **Person Specification**

### **Essential Skills & Experience**

- Previous experience in an administrative or office support role
- Strong organisational skills and attention to detail
- Experience using QuickBooks
- Proficiency in Microsoft Excel
- Effective use of SharePoint
- Ability to manage multiple tasks and prioritise effectively
- Good communication skills and a professional approach

### **Desirable**

- Experience supporting finance or grant reporting processes
  - Experience organising events or travel arrangements
  - Basic IT troubleshooting knowledge
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## Personal Attributes

- Proactive and self-motivated
  - Reliable and able to work independently
  - Flexible and adaptable in a varied role
  - Discreet when handling confidential information
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## Additional Information

- This is a part-time role with flexible working hours
  - Occasional out-of-hours work may be required for event coordination
  - Training and support will be provided where necessary
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## Why Join Celtic Sea Power?

We offer:

- A **collaborative** and **inclusive** work culture.
- **Flexible working options** and a focus on well-being.
- A **competitive salary**, 6% pension contributions,
- **Private healthcare**.
- **25 days annual leave** + bank holidays. (pro rata)
- A range of additional benefits in partnership with Cornwall Council.
- The chance to play a **key role in the future of renewable energy**.

## How to Apply:

Please download the job description from our website. Then please submit: -

1. An up-to-date CV (max 2 pages A4)
2. A supporting statement (max 2 pages A4) explaining how your experience matches the criteria
3. To promote an inclusive workplace and ensure reasonable adjustments where necessary, we encourage applicants to complete the equality and diversity monitoring form. This information remains confidential and is used solely for monitoring purposes.
4.  **Email your application to:** enquiries@celticseapower.co.uk  
 **Deadline:** Friday 10<sup>th</sup> April 17:00 GMT
5. At Celtic Sea Power, we are helping to shape the future of offshore renewable energy while creating lasting economic and social impact. If you're ready to be part of something extraordinary, we'd love to hear from you.

## Recruitment Schedule

Advert goes live – 1<sup>st</sup> April 2026

Closing date - Monday 13<sup>th</sup> April 2026

Interviews W/C 20/04/26