



ALLPAY LIMITED
JOB DESCRIPTION

Owner	HR Manager	Date Created	0
Classification Level	Restricted	Template Version	General Form v1.4

1. JOB IDENTIFICATION

Job Title: **BUSINESS DEVELOPMENT MANAGER**

Responsible to: Payments Sales Director

Department(s): Sales

Location: Home based

2. JOB PURPOSE

The Business Development Manager is responsible for seeking out opportunities within our Bill Payment and Prepaid sectors as well as client retention and contract renewals.

The position is home-based but is responsible for a designated geographical area which will require extensive travelling.

3. DIMENSIONS

- Identify and solicit new clients.
- Proactively manage and develop existing clients to grow revenue and secure renewals.
- Regularly represent the business externally through the sale of products and the generation of new business opportunities across the range of products.
- Generate and maintain a healthy sales pipeline of activity that continues to increase allpay's revenue and profit.
- Proactively pursue all leads generated by marketing efforts, Sales Support Executive prospecting calls, call lists, CRM database, referrals, the website, and other activities such as trade shows or industry events to target existing customers and prospects
- Handle Inbound Sales Lead Calls and convert into Sales.
- Provide product information & conduct demos to qualified prospects on request.
- Track and manage new sales opportunity funnel and closed business in Salesforce.
- Establish and maintain professional relationships with key decision makers within relevant businesses, councils, departments etc.
- Reporting and regular communication to the Head of Sales on targets and KPI's.
- Be fully conversant and up-to-date with all the Company's products, services and pricing structure.
- Communicate clearly and effectively with all departments to ensure excellent customer service and satisfaction.

"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post".



4. ROLE OF DEPARTMENT

To grow business in the Public and Private sector. To identify potential clients, retain and grow existing clients, make proposals and close business to the best possible profit margin for allpay, as well as ensuring the maximum number of sales across the product range.

5. KEY RESULT AREAS

Grow new revenues from new clients in region.
Retain existing clients, securing contract renewals at optimum profitability.
Identify and secure revenue opportunities to grow existing clients.
Develop proactive long-term client strategies for all major clients and key prospects.

6. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

- Entrepreneurial spirit.
- A track record of delivering profitable new business growth and client retention.
- Proactive, outgoing sales professional.
- Target oriented with proven track record of meeting and exceeding sales quotas
- Successful experience in selling financial services (prepaid cards, reloadable cards, bill payment, money transfer, direct debit etc.).
- 3+ years' experience in sales and cold calling with a hunter mentality and long-term client focus.
- Experience in Public Sector as well as Private Sector.
- Experience with CRM or Salesforce.
- Proficient at time management, organised and able to multi-task.
- Proficient in Microsoft Office.
- Self-motivated, enthusiastic, committed and loyal.
- A great team player who flourishes in a role with little supervision.
- Ability to understand financial information and interpret this appropriately.
- Highly motivated and results driven with good business judgment.
- Superior presentation skills and excellent communication skills at all levels with a good understanding/use of the the English language both written and verbal.
- Must have excellent negotiation and influencing skills.
- Able to assimilate market information quickly and understand its commercial implications.

7. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: