

JOB DESCRIPTION

Job title: Business Administration Analyst
Department: Tate Eats
Reporting to: Financial Director/Commercial Director, Tate Eats
Working with: Head Chefs, General Managers and Stores Team

Who we are:

The Company: *Tate Eats is unique in the cultural world, a hospitality business whose purpose supports the vision and reach of Tate in all four of its galleries. All our profits are returned to Tate championing the right to the richness of art for everyone.*

Our business is multi-faceted, we run restaurants, cafés and bars while delivering a vast range of events from film premieres to boardroom lunches. We are though much more than that, we have a pioneering roastery setting the agenda on gender equality in the coffee supply chain. We brew beer, we blend gin, we create teas, we have a multi award-winning wine programme, we visit farms, we research and write menus in response to Tate's diverse programme, and we collaborate with artists and curators.



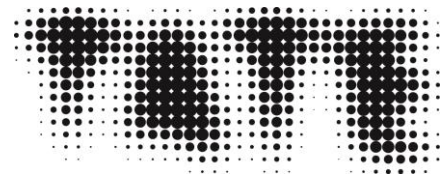
The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role

About the role:

The Business Administration Analyst plays a critical role in ensuring that operational data is accurate, current, and effectively utilised across the business. This position supports both the integrity of our data systems and the delivery of insightful reporting that supports operational, financial, and commercial decision-making.



Working across departments, this role requires a strong understanding of food and beverage operations, attention to detail, and confidence working within data and systems, with the ability to translate data into actionable insights.

You will need to be methodical, detail-focused, commercially aware and comfortable working at the intersection of hospitality operations and data analysis. With an understanding that accurate information underpins every good decision from costing a menu to managing a stockroom.

Main duties and responsibilities:

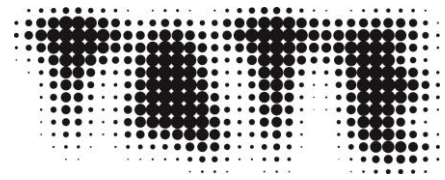
- Ensure product data, recipes, allergens, and nutritional information are accurately entered and maintained across systems including Adaco, Nutritics, and Tevalis.
- Coordinate the regular update of pricing and pack size data, aligned with supplier market sheets.
- Support the development and maintenance of accurate and complete recipe costings.
- Monitor and report on stock variances, slow-moving stock, and purchasing compliance.
- Generate routine and ad-hoc reports to support operational performance and planning — including daily, weekly, and monthly reports used by BOH and FOH teams.
- Provide sales and margin analysis to identify performance trends, support menu development, and highlight commercial opportunities or risks.
- Develop and distribute data dashboards or summary packs to stakeholders as required.
- Highlight discrepancies or data issues proactively and coordinate resolution with relevant teams.
- Work closely with chefs, general managers, finance, and commercial teams to ensure information needs are met and future reporting requirements are planned for.
- Contribute to continuous improvement of data systems
- Work methodically, with precision and consistency
- Have excellent attention to detail, and the confidence to challenge discrepancies when something doesn't look right
- Be able to translate raw data into useful insights that operators can act on
- Be as comfortable around a kitchen, a recipe book, or a bar setup as you are working with spreadsheets and reporting tools
- Take satisfaction in solving problems and seeing tangible improvements from your work

The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You are required by law to be aware of all the daily allergen information, given to your Manager by the Executive Chef and Group Senior Head Chef and communicate this to customers, upon request.



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Who you are:

Essential:

- Experience working in hospitality, with an understanding of kitchens, bars, and service environments
- Proven ability in data entry, reporting, and system accuracy
- Proficient in Microsoft Office, particularly Excel, and experienced in working with hospitality platforms (e.g. Fourth, Adaco, Nutritics, Tevalis)
- Strong communication and collaboration skills — able to build trust and work effectively with operational and commercial teams
- Ability to prioritise and manage multiple tasks in a fast-paced environment
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- A positive role model and team member, conveying a professional attitude and appearance at all times.
- Ability to multi-task, manage time effectively and maintain a high degree of accuracy whilst working under pressure
- Demonstrate a flexible, pro-active approach and willingness to work when and as required by the operational demands of the business
- Has an interest in the aims, services and products of Tate Eats and is passionate about their own contribution to Tate

Desirable:

- Experience with stock control, menu management, or procurement systems
- Familiarity with allergen and nutritional data requirements in hospitality
- Commercial mindset and interest in using data to improve operational performance

Why join us?

We know that great people make a great business, so here's what we offer in return:

Work-Life Balance & Benefits:

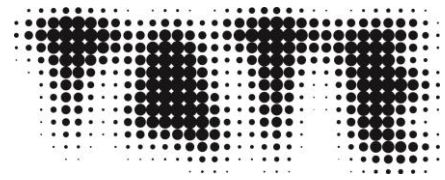
- Tate Day – a paid day off on Christmas Eve in addition to annual leave entitlement
- Free staff meals when working shifts over 6 hours.
- Cycle-to-work scheme – save money and spread the cost of a new bike.
- Quarterly performance awards – recognising outstanding contributions.

Financial Benefits:



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- Your Benefits – Access to a huge range of discounts at shops and websites through the online platform and on the Smart Spending App.
- SmartTech & SmartFit schemes – get the latest tech or discounted gym memberships through Your Benefits and spread payments through your salary.
- Mediacash health plan – covering optical, dental, physiotherapy, and more.
- Tate discounts – discounts in all retail outlets, online shop and catering outlets.
- Recruitment reward scheme – a reward payment for successfully introducing a new employee to the organisation.

Wellbeing & Development:

- Blended working policy – a flexible approach to onsite and remote working.
- Additional leave purchase scheme - Purchase up to an additional 2 weeks' annual leave and split the cost over the year.
- Mental health support – EAP helpline providing access to 24-hour counselling, support and guidance over the phone and access to trained Mental Health First Aiders.
- Company-funded qualifications – from WSET Wine & Beer to SCA Coffee and range of management courses.
- Supplier & producer trips – learn more about the food and drink we serve from the people who make it.

Culture & Access:

- Free entry to Tate exhibitions – for you and up to 5 guests or complementary tickets for up to 6 friends and/or family members.
- Exclusive industry perks – through CODE Membership, NMDC access to national museums with your Tate pass and access to ICOM cards enabling free access to international museums and galleries.
- Tate Boat access – free travel between London sites during office hours.

At Tate Eats, we don't just offer jobs - we offer careers in a world where art, culture, and hospitality meet.



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