

JOB TITLE	Business administrator
JOB HOLDER	Permanent
JOB TYPE	Part-time (21 hours per week)
RESPONSIBLE TO	CEO
MANAGEMENT	No line management
LOCATION	London
SALARY	£21,000 - £24,000 per annum (based on experience), pro rata

CANDIDATE PROFILE

We're looking for someone enthusiastic and well organised, who gets things done and is passionate about making a difference in the financial services industry. As a company, we are committed to finding ways of encouraging investors to use their capital for positive, long-lasting change. We hope you share this goal and have an interest in impact, responsible and/or sustainable investment.

We operate within the impact investing sector, working with financial advisers to offer investors a real opportunity to make a positive social and/or environmental impact with their wealth. We've achieved this to date with a small, talented and resourceful team but we're in a growth phase, so the position is suited to someone who is motivated by a varied role with involvement at all levels and a broad range of responsibilities.

You must be self-motivated and able to work within fast-paced, changing and occasionally high-pressured environments. One of our next key objectives is to develop on the solid foundations we've built to date into an organisation that can consistently deliver to the high standards we set ourselves to a fast-growing number of clients.

RESPONSIBILITIES

- Business and office administration**
- Assisting the CEO with any diary management inc. organising meeting rooms
 - Managing the office environment inc. fielding enquiries via telephone/contact form
 - Proof reading and formatting documents inc. PowerPoint presentations
 - Note-taking and drafting of meeting minutes
- Project assistance**
- Supporting the administration of associated Worthstone activities inc., but not limited to:
 - Impact Investment Academy (e.g. developing sponsor proposal packs)
 - Impact Awards (e.g. organising and facilitating the online process for applicants)
 - Investment Committee (e.g. monitoring committee outcomes/actions)
 - Adviser Competency Training (e.g. fulfilment of training manual orders)
- Client relationship management**
- Supporting the CEO with the client onboarding process inc. researching target clients, booking meetings/telephone calls, organising screenshares, supervising feedback surveys, troubleshooting issues and updating the online client management system
 - Liaising with the accounts department to manage all subscriptions.
- Website maintenance**
- Maintaining an up-to-date and fully functional company website, inc. the Impact Portal
 - Supporting any marketing activity with regards to updating the company website
 - Liaising with relevant, external contractors such as the web developer and designer
 - Fielding subscriber website enquiries and troubleshooting any issues or questions
 - Organising quotations and fulfilment of necessary web development work.

PERSON SPECIFICATION (E – Essential, HD – Highly Desirable, D – Desirable)
<p>Experience</p> <ul style="list-style-type: none"> • Previous office administration and/or project management roles (E) • Proven experience of stakeholder relationship building and management (E) • Previous experience of an executive assistant or similar role to senior management (HD) • Experience of website maintenance and liaison with website developers (HD) • Experience of administering and monitoring budgets (D) • Experience in a financial services company or related business (D) • Experience in a socially minded, purpose-driven business (D) • Experience working in fast-paced, changing and high-pressured environments (E)
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Excellent organisation skills and ability to manage competing priorities (E) • Excellent administration skills (E) • Excellent attention to detail and time-management (E) • Excellent written and oral communication skills (E) • Confident IT skills including advanced knowledge of Microsoft Office applications, particularly Word, Excel and PowerPoint (E) • Practiced problem-solving skills (E) • Familiarity with WordPress, SurveyMonkey and relevant client management and/or project management systems (HD) • Excellent interpersonal skills and ability to work with a wide range of participants (E) • Able to work well within a small team and take on reasonable ad-hoc tasks as required (E) • Flexible, pragmatic attitude with an ability to apply commitment, enthusiasm and a reasoned approach to a wide range of tasks (E) • Motivated, committed and empathetic to Worthstone’s vision and mission (E) • Educated to degree-level or equivalent qualification (HD) • Have the right to work in the UK (E).