

# Executive Assistant/ Business Administrator

We're looking for a super organised, detail-orientated administrator to come and help us get our administration and governance processes in order, in our small financial technology business.

## Working pattern and pay

It's a full-time role, but we recognise flexibility matters, so we are open to discussing a working pattern that fits around your life. The salary band is £25,000 to £30,000 a year full-time.

## About us

We're a small fintech business with teams around the UK and in India. Our sector is heavily regulated, so we have specific ways in which we have to work, and standards to work to with the things we create. But we're also creating forward-thinking, user-centric products, which means that it's a creative environment.

We're innovative, genuine, and fun to work with (that's direct feedback!) We don't have a traditional hierarchy or all that other stuff you might find in a bigger and more formal business.

There are some amazing people to work and learn with here, all from different backgrounds and across lots of different disciplines. As we're still small, our strength is in how good our people are.

If you want to be recognised for being brilliant at what you do, learn new things, and grow personally and professionally, this could very well be the right place for you.

## About the job

Working directly with our Leadership Team these are the things you'll be doing:

- Planning and managing our key governance meetings: diary management of Board and other key committee meetings, collation and distribution of data and documents before meetings, taking minutes during those meetings, and tracking agreed actions
- Making sure we're keeping great records of our organisational decisions and structures, including managing the annual review process for our terms of reference
- Managing a variety of communications for our business – predominantly responding to general customer enquiries and data requests
- Leading on facilities management for our UK offices – managing contracts with suppliers to those facilities
- Supporting the leadership team with the delivery of specific projects and tasks as required

## About you

We'd love to hear from you if:

- You have a good theoretical and practical understanding of corporate governance structures – whether that's from business or legal study or previous experience
- You've had some experience of customer services and have at least a basic grasp of data protection laws as they apply in the UK
- You're super organised, laser focused on what needs doing, and someone who just gets things done with the minimum of fuss
- You're thorough and precise in your work
- You are highly professional and treat often incredibly confidential and sensitive information with real care
- You're analytical and capable of seeing the real issues, and thinking through to how to solve them
- You've got epic communication skills and you're hungry to learn new things
- You're able to work independently but know when to ask for help

## **Location**

We're looking for someone to join us in our new office space in the Bristol (BS16) area. We'd like you to be in the office most of the time, with the chance to work from home occasionally. And yes. There are great transport links, bike storage, and free parking.

No stuffy dress code to worry about. And the site is full of great people, great restaurants, and even a gym (which you'll get membership of for free). So even though you might miss your own kettle, we'll bring the biscuits, plenty of opportunities, and hopefully you'll feel right at home