

Part-Time Office Administrator

BACKGROUND

The UK Sustainable Investment and Finance Association ("UKSIF") is seeking to recruit a Part-Time Office Administrator. The successful candidate will undertake a range of administrative and office management roles and provide support to our small team. The position is for 22½ hours per week, and we can be flexible as to how they are worked.

UKSIF is the membership association for UK financial services firms that have a commitment to growing sustainable and responsible finance. We have a membership and stakeholder base of approximately 230 organisations, ranging from household name banks, fund managers and service providers, to individual financial advisers. We are a not-for-profit organisation and deliver our work by having a keen and motivated team able to leverage the resources of our network.

This is a re-advertisement. Previous candidates should not re-apply.

ABOUT UKSIF

Vision

Our vision is of a fair, inclusive and sustainable financial system that works for the benefit of society and the environment. Against this background, our mission is to support our members to grow sustainable and responsible finance in the UK by informing, influencing and connecting UK finance, policymakers and the public.

What we do

UKSIF's work focuses on three key areas:

- Policy and regulatory – working to make sure the operating environment for Financial Services firms encourages the consideration of sustainability factors such as climate change and stakeholders' rights
- Campaigns – each year we run *Good Money Week* and *Ownership Day* to stimulate market growth
- Media promotion – we boost the profile of the sustainable finance sector and the profile of our work by media and social media activity

Who we are

The team consists of the advertised role and four other existing staff; we are also recruiting a member services manager. In addition, we have a Board of non-executive directors, as well as several advisory committees.

We are achieving excellent results with limited resources, anchored by a robust and reliable office environment that allows us to be outward looking. The role of the successful candidate will be to help us maintain the current high standards.

JOB DESCRIPTION

Main responsibilities

- Handling all tasks as may be necessary to maintain the smooth running of the office: acting as first point of contact for telephone calls and enquiries; ordering stationery and other office supplies; renewing office equipment; hospitality for any visitors; dealing with incoming and outgoing post
- Handling (referring as appropriate to the Chief Executive) general administrative matters, such as insurance, liaison with the building's managing agents and health and safety
- Giving practical support to the Chief Executive and team: take calls, draft/write emails, handle ad hoc requests and small scale projects depending on experience
- Providing administrative support to the Board and committees: arrange meetings, prepare papers, liaise between the secretariat, the Chair and the rest of the Board as required
- Assisting the rest of the team, including the freelance book-keeper, with administrative tasks
- Travel arrangements for the Chief Executive (and other team members as required)
- Updating and managing the database on a day-to-day basis; updating member and committee details on our websites
- Processing membership applications
- Being the first-level contact with our IT and telephone service providers to address any issues and to set up new equipment and preparing workstations for new employees

These identified areas of responsibility may be varied over time and as you gain experience.

The job may demand occasional out of hours working. You will be based in our office at Moorgate but will sometimes need to travel within London to meetings and events.

PERSON SPECIFICATION

It is essential that applicants share UKSIF's belief in the need for a more sustainable financial system.

Required

- A common-sense approach to getting things done in a busy office, with the ability to find practical solutions to problems.
- Confidence to use your initiative, but the ability to recognise when you need to ask for help/guidance.
- A team player, flexible and adaptable to the needs of others, but also able to work alone.
- Time-management and the ability to prioritise in order to meet deadlines.
- Fast and accurate worker, with excellent written and spoken communication skills, the ability to manage a variety of tasks, good judgement and attention to detail.
- Calmness under occasional pressure
- A positive 'can do' approach and sense of humour
- At least one year's experience in an administrative position in an office environment engaging with a variety of internal and external contacts
- Computer literate with good knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook) and internet-based solutions

Desirable

- A relevant degree or qualification
- Experience of working with simple financial spreadsheets
- Experience of database packages and other relevant IT skills

- Experience of working in a small organisation
- General knowledge or experience of financial services

TERMS OF APPOINTMENT

This is a permanent role. The indicative salary for this position is £23,000 to £26,000 pro rata.

Annual leave is 25 days per year pro rata plus the 3 days between Christmas and New Year.

The offer of employment will be subject to references and evidence of right to work in the UK.

APPLICATION AND SELECTION PROCESS

If you wish to apply, please send a CV and covering email to: info@uksif.org

The closing date is 13th April. We will contact shortlisted candidates thereafter, and interviews will be held on the afternoon of 18th April at our offices near Moorgate. If you do not hear from us by 17th April please assume we have not shortlisted your application.