

JOB DESCRIPTION: ADMINISTRATOR

You will be supporting the team and complete the day-to-day activities involved in the administration of a variety of client entities, largely comprising of trusts and companies.

RESPONSIBILITIES

- Create and maintain effective working relationships with colleagues.
- Assist more senior team members with administrative duties such as preparing for meetings, drafting client emails and supporting the timely processing of payments.
- Assist and support the team with the administration of a balanced portfolio of Companies, Trusts and Foundations etc carrying out day-to-day administration tasks.
- Ensuring that the organisation runs smoothly and efficiently and that all projects and tasks are completed to a high standard.
- Support the clearance of review points.
- Liaise with clients, intermediaries and banks to ensure a high standard of service and assist with all the relevant compliance matters where necessary.

KEY SKILLS AND EXPERIENCE

- Exceptional organisational and time management skills.
- Ability to take responsibility for the completion of work within the engagement while staying alert to potential issues that needs disclosing to the Line Manager.
- High level of diligence and care in all aspects of the job and a willingness to check understanding of delegated task through questioning.
- An interest in financial services and a genuine desire to learn how these can be used as tools for adding value to the client's business.
- Positive attitude, demonstrating enthusiasm and the desire to take on responsibility.
- Manage own workloads and priorities and to work to specific deadlines.
- Produce work with a high level of accuracy and attention to detail.
- Situational understanding of needs of role and ability to find solutions/more efficient ways of working within parameters.
- Ability to work effectively in a team.
- At least two years' experience is required. You will need to have the ability to demonstrate basic communication and relationship building skills, be able to seek information, facilitate teamwork and build your confidence.
- Good numeracy skills, with attention to detail and accuracy.

VALUES

Our Values aim to guide and govern how all employees and stakeholders behave and are treated. Performance isn't only about What we achieve it's equally about How we achieve it as a team. Values set the foundation for navigating the Company culture and promote cohesive and collaborative working. Everyone has a responsibility to lead by example, to understand the values and live them day to day.



ROAR

Respect – we encourage respectful relationships with our colleagues, clients and professional advisors. We are kind to each other.

Openness – our culture is one where we should be able to raise any subject, without fear of blame or retribution. We learn from each other and operate as a team.

Ambition – we strive to grow our business and be commercially aware. We set ourselves and achieve challenging goals.

Risk Aware – we understand the risk tolerances of our business and ensure this is always in our minds. We protect ourselves and our business.