

# Job Description

Position	<b>Office Manager</b>
Reporting to	<b>Operations Manager</b>
Location	<b>Hastings, East Sussex</b>
Salary	<b>£Competitive</b>

## Company Summary

Invest & Fund is committed to building the UK's most trusted peer-to-peer marketplace helping individuals, high net worth lenders, private banks, family offices and institutions achieve attractive, risk-adjusted returns from successful residential development projects. Having already lent over £70m+, the business is at an exciting time as it seeks to scale and become a market leader in the provision of residential development and bridging finance. Invest & Fund is fully authorised and regulated by the FCA.

## Overall Responsibilities

The office manager is responsible for coordinating, organising and supervising all of the administrative activities that facilitate the smooth running of our Hastings and London offices. The office manager is friendly, proactive, always thinks ahead and ensures employees are well supported and that the office operates effectively. Working closely with the senior management team to ensure the effective running of diaries and forward planning for travel and regular meetings.

## Key Duties

### **General Support**

- Organising meetings, including monthly Board, Executive and other Committee meetings, associated hotel and catering bookings, liaising with attendees and preparation and issue of meeting documentation. Taking and producing high quality and accurate minutes and action points
- Managing sensitive and confidential documentation and information.
- Making sure that documentation is filed accurately and is accessible with previous versions of documents archived, in accordance with I&F's Document Retention and GDPR Data Protection policies.
- Frequent interface with and support of all the Board Members and senior managers.
- Any secretarial duties and ad hoc tasks that may be required by senior management, including confidential and sensitive matters and correspondence.
- Providing administrative support to the Operations Manager and the Operations Director, preparing reports and undertaking research as requested.
- Proactively planning for upcoming meetings and events; managing report deadlines in a timely manner.

### **Office Management**

- Ensuring office supplies and services are monitored and maintained including stationery, printing consumables, catering and cleaning. Ensuring value for money and validating related invoices across

both Hastings and London offices, including non-office based staff.

- Dealing with all aspects of Health and Safety for both offices, including annual risk assessments and monitoring of “safe environment”.
- Taking on the Fire Safety Officer duties, including undertaking regular testing of alarms and ensuring that qualified first-aiders are accessible.
- Monitoring of Policies and Procedures, ensuring they are reviewed at scheduled intervals and that an efficient tracking system is used to ensure that they remain up to date. Working closely with the Compliance and Risk Manager.
- Specific project or research work on an ad-hoc basis.
- Providing ad-hoc assistance to the Administration team as necessary.

#### **HR Support**

- Providing the HR administration function including documentation, on -boarding of staff, administration of employee files, obtaining and reviewing references and issuing letters to staff; issuing necessary reports. Working closely with the HR Manager providing any other support as may be necessary.
- Liaising with the IT Department and printers to ensure all necessary arrangements have been made for new starters.
- Ensuring the HR Toolkit online software is kept up to date with new staff, holiday leave and absence tracking.
- Liaising with the payroll service provider to ensure they have all the relevant information and checking outputs.
- Supporting the CFO on any other matters relating to payroll.

Taking on any other duties and responsibilities as the company and the job role grow and develop.

#### **Key Skills**

- High level of integrity and discretion
- Confident in dealing with senior management and key stakeholders
- Very strong organisational, planning and multi-tasking skills
- Excellent written and verbal communication skills
- Excellent IT skills, including Microsoft Word and Adobe Acrobat Skills
- Self-motivated; able to work on own initiative and as part of a team
- Creative problem solver – expect to work wonders with a very limited budget
- Ability to prioritise under pressure
- High level of accuracy and attention to detail
- A confident, professional and determined approach
- Positive, can-do attitude, confidence and willingness to go above and beyond

#### **Key Experience**

- Proven relevant experience in a related role in office admin/PA or office management
- Experience of working in a busy office environment
- Experience of producing and writing office documentation, meeting minutes and keeping records
- Familiarity of working within a Financial services environment - desirable