JOB DESCRIPTION

Job Title:	Assistant to Partner & Director of Investment Management
Department:	Investment Management
Position reports to:	Partner & Director of Investment Management
Position is responsible for:	N/A
Regulated Job Role	No - Conduct Rules

ROLE PURPOSE

To support the Partner & Director of Investment Management in their day-to-day role running the Investment Management Service and Board responsibilities by providing executive assistance.

RESPONSIBILITIES

1. Day-to-day, you'll act as the personal representative of the Partner & Director of Investment Management and liaise effectively with staff and external contacts on behalf of them such that activities of the department and Partner are completed on time.
2. Receive and assess incoming mail, respond directly on routine matters, direct elsewhere or present to the Partner & Director of Investment Management, including (where necessary) obtaining and providing additional relevant information from other departments.
3. Take incoming telephone calls and visitors, refers to executive where necessary and acts as focal point and filter for calls and visitors.
4. Take on/support with specific internal projects and liaise with various departments ensuring issues are resolved in a timely manner.
5. Complete regular routines such as reviewing team expense claims, obtaining progress updates etc.
6. Attend meetings and committees to produce minutes, diarise meetings and schedule follow-ups.
7. Maintain the Partner & Director of Investment Management's diary schedule and arrange meetings.
8. Make necessary travel and accommodation arrangements for Partner & Director of Investment Management to attend meetings and seminars.
9. Assist in the preparation of documents for pitches, presentations, and important events etc.
10. Assist in the management and communication of Events and PR activity.
11. Produce correspondence in line with requirements requested.
12. Assist in the ongoing structural improvements to investment management systems.
13. Manage and respond to the of Partner & Director of Investment Management's Inbox.
14. Carry out general duties with regard to departmental needs as reasonably requested.
15. Report and remain aware of any risks which may be detrimental to clients or to the firm's reputation, which arise from inadequate procedures, systems or data handling.
16. To act to deliver fair outcomes, meeting Consumer Duty requirements around client service and to ensure compliance with the FCA requirements, the Branch Manual, Code of Conduct policies and T&C framework

QUALIFICATIONS & EXPERIENCE

- Minimum 2 years' of Executive Assistant/PA or relevant work experience.
- Confident user of Microsoft Office Applications.
- Experience using internal IT systems.
- Experience creating presentations, complex spreadsheets, etc.

KNOWLEDGE & SKILLS

- Good interpersonal skills, both written and oral to provide an excellent service to internal and external stakeholders.
- Proactive, operating effectively within a team and autonomously.
- Ability to adapt to using technology and software packages.
- Well organised, detail orientated with a strong commitment to accuracy and following tasks through to completion.
- Ability to multi-task and manage priorities effectively.
- Ability to project manage – ensuring clear requirements, monitoring, and control to deliver the objectives in a timely fashion.
- Good judgement and problem-solving skills.
- Absolute discretion when dealing with confidential matters.
- Responsible and reliable.
- Some financial and/or investment knowledge is advantageous.

KEY RELATIONSHIPS

- Partner & Director of Investment Management
- Investment Services Team
- Wider RB Network

ACCOUNTABILITY

All individuals, regardless of their position, have a duty to support and promote the values and ethical principles of the Firm. Regardless of whether the role is or is not regulated by the FCA, individuals must adhere to the FCAs Conduct Rules, and there is a standard of conduct and behaviour that is required by the Firm. It is of the utmost importance that individuals seek to always uphold and promote the reputation of the Firm and should work collaboratively to deliver the best outcome. Further information is held within the Code of Conduct - Ethics Policy.

While the responsibilities in this job description are representative of the main tasks, they are not exhaustive. Therefore, role holders may be asked to perform tasks deemed reasonable to meet the business objectives resulting in amendments to the job description.

EMPLOYEE SIGNATURE

I acknowledge that I have read and understand the above job description in its entirety and accept that this is an accurate reflection of my role.

Signed

Date