



### **Role Profile**

Executive Assistant

### **Location**

Gloucester, GL3 4AH

Currently hybrid approach –  
circa 4 days in office per month

### **Salary**

£35,000 - £40,000 DOE

### **Contract Type**

Full-Time

Blackfinch Group is an award-winning investment specialist with a heritage dating back over 25 years. A trusted provider, we work in partnership with advisers. Our businesses cover tax-efficient solutions, early stage investing, managed portfolio services, property financing and renewable energy. As an environmental, social and governance (ESG) investor, we work for a positive impact. We're proud to be entrusted with over £600 million in assets under management and administration.



## **Purpose of role**

We are delighted to be advertising for an Executive Assistant, due to an internal promotion within the business.

The EA will provide PA support to our Chief Executive Officer, Chief Distribution Office and Chief Investment Officer, enabling them to focus on further developing the business and so that they can drive forward our strategy and growth initiatives.

The EA is a hands-on role providing professional, efficient and streamlined support to the executive team.

## **As the Executive Assistant you will**

- Provide high calibre personal assistance and secretarial services to CEO, CDO and CIO, including (and not limited to) inbox management, travel and diary coordination, meeting arrangement and project support.
- Manage written correspondence and meeting support/minute production.
- Provide a positive internal and external customer experience at all times, always delivering a high level of customer service and professionalism while effectively communicating at all levels.
- Responsible for the preparation of business documentation, correspondence, reports and expenses for CEO, CDO & CIO.
- Be skilled at adapting to shifting priorities.
- Undertake any other duties commensurate with this level of position as requested by the senior members.
- Understand that the role requires high levels of discretion and confidentiality, because you will be dealing with sensitive company, commercial and personal information.
- Capture, manage and follow up on Executive actions, applying suitable encouragement to ensure these are followed through.
- You will be asked to provide administrative support for the company's annual appraisal processes.

## Our ideal person will

- Be an excellent communicator and have proven ability to be discreet and maintain confidences under all circumstances.
- Have proven ability to organise and prioritise under pressure ensuring that timelines are achieved.
- Be hands on, highly self-motivated and proactive.
- Be diplomatic, resilient and professional.
- Have a good and flexible work ethic.
- Want a career in a fast growing, innovative and entrepreneurial business.
- Have excellent attention to detail with ability to maintain high level accuracy.
- Have advanced knowledge of Microsoft Office.
- Possess the ability to work to regular deadlines.
- Be an effective team player with the ability to work well under pressure.
- Possess a good sense of humour.

## Essential Qualifications

- Good level of Secondary Education.
- Ideally hold a PA/EA or Business Administration qualification/relevant work experience.
- Experience working as a PA, preferably at a senior level either within a financial services or professional services environment.

If you believe you have the skills and experience for this role, we'd be interested to hear from you.

Apply by sending your CV and any other supporting documents to **HR@blackfinch.co.uk**

If you require any further information about this role, we're here to help, contact us on 01452 717070.

## Our Values

At Blackfinch we're working to make a difference in the world. We partner with advisers to meet client and business aims. Inspired by the work of Charles Darwin, we're named after one of Darwin's finches, which influenced his theories of evolution.

Our values of 'adapt', 'evolve' and 'thrive' run through everything we do. We continually adapt to changing markets, providing evolved products so that our customers can thrive. These values inform our work as an ESG investor, working towards a more sustainable future.



Offering a supportive environment, championing continuing professional development and sponsoring staff for qualifications.



One of the friendliest businesses in financial services, supporting our people, customers and investee companies.



Providing opportunities to progress plus to take up benefits, and to get involved in sponsorship and charity work

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