



Role Profile

Legal Administrator and Company Secretarial Assistant

Location

Gloucester, GL3 4AH

*Currently hybrid approach –
circa 4 days in office per month*

Salary

Up to £45,000, DOE

Contract Type

Full-Time / Permanent

Blackfinch Group is an award-winning investment specialist. Built on over 20 years of investment track record, the name Blackfinch first came into being on the anniversary of Darwin's birth, 12th February 2013. 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 £650 million in assets under management.



Purpose of Role

You will be part of the eight person in-house legal team supporting the entire Blackfinch business. Your twin focus in this highly varied and interesting role will be (1) supporting the overall management of the legal team providing legal advice to the various teams within the Blackfinch Group and (2) working as part of the team providing company secretarial services for over 100 companies in the Blackfinch Group.

Key Accountabilities

Under the supervision of senior members of the legal team, you will:

- Provide administrative support to team members and enhance the office (and remote working) effectiveness of the legal team.
- Assist with the development and maintenance of legal templates, file management, contract databases, best practices and legal know-how and training.
- Arrange legal team meetings and prepare agendas and minutes.
- Assist the Head of Legal with the general oversight and management of the workload of the legal team and individual team members.
- Support the provision of company secretarial services to legal entities and directors within the Blackfinch Group and liaise with key stakeholders.
- Prepare agendas and document packs for board meetings, committees and annual general meetings.
- Draft director and shareholder resolutions and filing forms and annual returns with Companies House.
- Help maintain statutory books, including register of members, directors and secretaries.
- Ad hoc project support to support the delivery of the legal team's group wide objectives.
- Other duties as requested by senior members of the legal team.

Essential Experience

- Sound knowledge of Microsoft Office applications (including Word, Excel and Outlook) and general familiarity with company secretarial, time recording and document management software.
- Excellent secretarial and organisation skills with high level of accuracy and attention to detail.
- Good customer service skills with the ability to build and maintain relationships.
- Ability to grow and develop your skill-set whilst taking ownership of projects.
- Strong written and oral communication skills.
- Comfortable asking the obvious unasked question and challenging the status quo in a flexible and dynamic environment.
- Good time management skills with the ability to multi-task, prioritise and adapt workloads in response to sometimes fluid priorities.
- High level of personal drive and initiative and willingness to learn on the job.
- Great interpersonal skills, a friendly demeanour, a team player and proactive approach.

Essential Qualifications

- None (experience, aptitude and a willingness to learn are more important than formal qualifications).

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
