

Job title	Executive and Administrative Assistant, Commercial Finance
Reports to	Director, Commercial Finance

Job purpose

The jobholder is responsible for supporting the delivery of the Commercial Finance Team goals and business objectives. It is an excellent opportunity to gain experience of the wide-ranging aspects of Commercial Finance markets and policy.

The Commercial Finance team represents members that provide services and finance for businesses, ensuring that UK firms get the support they need to thrive. Our members play a crucial role in the economy, which is essential to the future prosperity of the UK. We support the growth and success of businesses, particularly SMEs (Small and Medium-sized Enterprises).

The Commercial Finance team has two Product and Service Boards (Commercial and Invoice Finance & Asset-Based Lending), which represents members from across the Commercial Finance sector, ranging from the largest UK retail banks to smaller and specialist lenders, non-bank alternative lenders, and invoice finance and asset-based lenders. We also represent foreign and charity banks, along with not-for-profit institutions like Crown Agents.

Our priorities for 2024 are focused on:

- Access to Banking Services – Including Charities and bank account closures
- Access to Finance and Business Awareness
- Championing effective political interventions
- Enhancing data and insight
- Improving Standards and Dispute Resolution
- Regulatory change
- Supporting a Competitive Market
- Digital Innovation in SME Banking
- Sustainable and Just Transition to Net Zero
- Tackling Economic Crime

This is an important role, with daily interaction with team members, Commercial Finance members and external stakeholders, including government officials, regulators and business representatives.

The Commercial Finance team’s aim is to provide value for members by acting as a center of expertise on the commercial banking and finance market and policy issues, achieving outcomes that benefit our members, the industry and the wider economy.

Key responsibilities

- Support the Commercial (Banking) Team in delivering its objectives
- Manage the diaries and schedules of Directors, setting up Team/Zoom calls, and arranging member and stakeholder management meetings.
- Co-ordinate meeting agendas and briefings, and some minute/note taking
- Book and manage travel itineraries, including accommodation and processing of expenses
- Provide administrative and office support including the maintenance of electronic filing and use of the Member Relationship Management database
- Use of internal finance systems to raise purchase orders and create invoices when received from suppliers
- Maintain professionalism and strict confidentiality with all materials
- Team communications and support for event planning and delivery
- Liaise with members and external stakeholders
- Setting up of meeting rooms to support AV calls.
- Support the senior Executive Assistant within the team and provide cover when needed
- Maintain a strong working relationship with other relevant internal departments

Qualifications

- 2+ years' experience within an Administration/support role

Skills and Competences

- Proven experience as an Executive Assistant or other relevant administrative support experience.
- Excellent Administration and Organisational skills
- Professional verbal and written communications skills.
- Must be able to meet deadlines in a quickly changing environment.
- Time and Workload Management
- A proactive approach to problem-solving with good decision-making skills.
- Strong Attention to Detail
- Ability to Multi-Task
- Scheduling and Planning
- Flexibility
- Self-Motivation
- Team-Oriented
- Adaptable
- Proficiency with MS Office suite.