



JOB DESCRIPTION

Position:	Corporate Support - Administration Assistant (SMT)
Reports to:	Corporate Support Officer and Company Secretary
Line Manager to:	none
Salary:	£18,000 – £19,000

Part Time, Permanent Post – 17.5 hours per week (negotiable)

ROLE

- Provide administrative support to the Corporate Support Team.
- Data entry to the Share Register.
- Oral and written communication with potential and existing investors.
- Carry out digital and paper filing of shareholder documents.

RESPONSIBILITIES

- Register new shareholdings and amend existing shareholders' information.
- Allocate the investment as indicated by the shareholder, using B4RN ID codes.
- Communicate with potential and existing shareholders by phone and by email, under the guidance of the Corporate Support Officer.
- Liaise with the other B4RN departments, especially Finance and CED, on issues relating to share investment.
- Liaise with Business Support on issues relating to reporting and issues with the Shares system.
- Ensure all shareholder documents are filed electronically.
- Any other duties as may be required, consistent with the position.

REQUIREMENTS

- Excellent computer literacy skills, including the standard Office programmes.
- Experience of working with databases and spreadsheets.
- Experience of analysing data an advantage.
- Possess a high level of attention to detail with accuracy.
- Possess good organisational skills with the ability to work effectively as part of a team.
- Enjoy spotting and resolving problems and piecing together different sources of information.
- Be professional, enthusiastic and responsive in nature.
- Be reliable and confidential.