

## SOCIAL FINANCE – OFFICE MANAGER

### About us

Social Finance (SF) is an ambitious not for profit organisation which seeks to drive social change. We work in partnership with government, funders and the social sector to tackle entrenched social problems in the UK and internationally. We seek transformation that is both sustainable and scalable, and can harness investment where needed.

Founded in 2007, we developed techniques and tools to rethink ways to tackle social problems. Our compelling approach led to the first ever Social Impact Bond in Peterborough. Over the past 11 years, our innovations, including Social Impact Bonds, have helped to mobilise over £500m for social change, in over 24 countries around the world.

We have grown from 2 people to over 90 professionals from diverse backgrounds in the public, private and charity sectors, who all share a passion for making a difference. We are based in Vauxhall, London with sister organisations in the US, Israel, India and the Netherlands, as part of the Social Finance Global Network.

### What we do

We develop models, products and services that are both pragmatic and have the scope to drive systemic change to improve people's lives. In the UK, we focus on issues such as homelessness, domestic abuse, mental health, learning difficulties, loneliness and vulnerable children on the edge of the care system. Internationally, we design outcomes-based models for issues such as maternal and neonatal health, education and employment.

We apply financial, analytical and increasingly digital tools to solve problems, combining professional rigour and discipline with humanity and humility. We have developed a deep understanding of social issues and strive to put the people we are trying to help at the centre of what we do. We are entrepreneurial and curious; we value ambition, integrity, respect, tenacity and humility.

More information can be found on our website: [www.socialfinance.org.uk](http://www.socialfinance.org.uk)

### The opportunity

Social Finance is looking for an experienced Office Manager to oversee the day-to-day running of our busy office, ensuring the office is a professional working environment. Specific responsibilities will include but not be limited to:

- Smooth operational & IT management of our office, reporting to the Chief Operating Officer
- Overseeing engagement with our landlords around maintenance and services of our premises under our lease agreement
- Dealing with correspondence by email, phone and mail



- Providing support to the CEO and other directors including diary management and travel
- Researching, booking, management and payment of travel across the firm as required in line with the expense policy
- Managing relationships with the offices of our Chairman and Board members, setting up board meetings, collating and distributing papers
- Managing day to day IT support across Social Finance working with our CIO, our IT supplier and support services
- Purchasing of IT equipment, liaising with CIO and Financial Controller, ensuring cost efficiency
- Providing updates to Finance to maintain and manage our asset register and kit including printers, photocopiers etc.
- Managing supplier relationships
- Monitoring and collating supporting receipts for the company's credit cards spend for processing by the Finance team
- Organising meetings and events for the firm, including social events, working with the communications team
- Responsible for overseeing the day-to-day Health & Safety requirements within our working environment
- Managing stationery and other office supplies, including food deliveries, printer cartridges and confidential waste management in line with the expense policy
- Enhancing the reputation of SF through meeting, greeting and looking after our guests
- Working collaboratively with colleagues in Finance, HR and Communications as part of the central services team under the COO providing operational support across Social Finance

## About You

We are looking for a candidate that has:

- Experience of office management, operational and administrative systems
- Advanced organisational and prioritisation skills, with the ability to work to your own initiative or with little supervision, set priorities and meet deadlines whilst working under pressure
- Strong interpersonal skills, including the ability to communicate with colleagues, clients and board members in a professional, assertive and collaborative manner
- The ability to maintain confidentiality where appropriate and comply with data security procedures
- Exceptional attention to detail and accuracy
- Strong IT skills including experience of Microsoft Word, Excel and Outlook
- A pro-active and 'can-do' attitude
- A team player with a collaborative working approach
- A willingness to undertake training should it be required
- A tidy focus – who can encourage others to keep our workspace clean and clutter free
- Awareness of and commitment to equal opportunities and diverse practices and policies, with the ability to promote diversity and treat colleagues and external parties fairly and with respect



- Awareness of and commitment to working in line with Environmental and Sustainable Procurement policies and with environmental best practice generally

## Our commitment to you

Personal development is at the heart of the Social Finance offer. Every employee has a range of support in place, a buddy to help settle within the Company, a Line Manager to support you in your career progression and the opportunity for a Mentor to guide your career. We'll support your development with training, so you can add to your skills or relevant professional qualifications.

As well as a competitive salary, commensurate with experience and sector, Social Finance offers a contributory stakeholder pension scheme, plus an uplift in salary allowance to spend on other benefits.

To help you fund your pension, further professional education or childcare vouchers we can offer a salary sacrifice scheme. Social Finance offers childcare vouchers, season ticket loans, bike to work schemes and Give as you Earn.

Social Finance is a sociable organisation - we regularly schedule office drinks and other social events. We organise events to raise money for different charities, and many staff members volunteer on a regular basis. We offer plenty of opportunities to get out, meet each other and make a difference by doing something, big or small, for others.

## Application

Interested candidates should send a CV and covering letter detailing their interest in working at Social Finance highlighting relevant experience.

We would also be very grateful if you would complete our Diversity Monitoring Form.

Please send all documents to:

**managerrecruitment@socialfinance.org.uk**

If you do not include a covering letter your application will not be considered. All applicants welcome.

**Closing date for applications: 23 June 2019**

***Social Finance is actively looking to broaden the diversity within our organisation, to mirror the diverse populations that we work with and for. We encourage candidates with a range of work and life experiences to apply.***