

Office Manager / Administrator

Job Description

ABOUT INNOVEST ADVISORY

Innovest Advisory is an impact investment advisory firm which seeks to unleash the power of public and private capital to address some of the world's most challenging issues through a rigorous focus on impact.

We provide a full range of services to fund managers and social impact companies that want to be more intentional about impact. We help our clients develop innovative funding structures and develop impact management frameworks, and we leverage our international network to contribute funding, know-how and capabilities to achieve agreed development outcomes in line with the United Nations Sustainable Development Goals (SDGs). Our impact services include impact strategy development, impact measurement and management, impact due diligence, design of impact incentives, managing impact risk, impact verification and other related impact services.

We work across a spectrum of sectors, with a particular focus on financial inclusion, agriculture and energy, and we see a growing demand for services in climate change and environmental sustainability. We work globally, with a particular focus on Europe and Africa.

We believe that effective impact measurement and management are essential in order to ensure the impact integrity of funds in the eyes of investors and other stakeholders, and we work to drive best practise and continued innovation.

ABOUT THE ROLE

We are looking for someone to work closely with our team to help manage our office administration as our internationally based team grows. This is an opportunity to join an exciting early stage business that puts social and environmental mission at the centre of what we do. As a small team, the role would be varied with daily tasks including managing accounts, client invoicing, payroll, supporting events, communications, CRM management and general office support.

MAIN RESPONSIBILITIES

General

- General administration and filing (physical and digital)
- Scheduling and diary management, including travel arrangements
- Support event planning and coordination, such as webinars and other presentations
- General office maintenance and coordination
- Management of Innovest corporate foundational documentation for client and partner due diligence purposes
- Oversight of corporate filings (Guernsey Registry, GPPR and others as required in Guernsey and in other jurisdictions)
- Management of the Innovest shared drive and other core office business IT (CRM, social media platforms)

HR

- Coordination of Guernsey payroll, management of returns creator, ETI (tax and social security)
- Coordination of UK and South Africa payroll with payroll providers
- Managing recruitment administration and communications with candidates
- Organisation of team meetings, virtual team building activities such as lunch and learns
- Oversight of payments to consultants
- Ownership of new employee induction

Invoicing and Accounts

- Support to invoice management (raising invoices, communication with clients, tracking payment status and following up with late payments)
- Ongoing reconciliation of Innovest bank account with Xero account platform and active maintenance of the Xero account

- Liaison with Innovest's Accountant (Books and Co.) on documentary requirements for annual financial statements and corporate tax returns
- Oversight of payments to other professional service providers (payroll and corporate services provider in South Africa, payroll company in the UK, Practical Law, Insurance, Cleaning etc)
- Liaison with Innovest banking providers in Guernsey and South Africa

ABOUT YOU

- A passion to be part of a team working to create meaningful change
- Excellent organisational and administrative skills
- Experience working in an office management or office administration role
- An ability to be flexible and adaptable
- Comfortable working with a small team, a start-up environment and helping the business grow
- Willingness to take the initiative and think innovatively
- Excellent written and verbal communication skills
- Experience of using the Google business suite in an office environment (Google Admin Console, Google Drive etc) or similar
- Experience of using the Xero Small Business Accounting platform or similar accounting software

APPLICATION

If you're interested, please email your cover letter and CV to info@innovestadvisory.com