



# Chief Plate Spinner (Office Manager)

Do you have a passion to make meaningful change through your work? We are looking for a Channel Islands based person to support Innovest manage its growth internationally.

As a quickly growing company with a global client base we are seeking a committed and trusted colleague to help us build the plane whilst we are flying it!

This is an opportunity to join an exciting early stage business that puts social and environmental purpose at the centre of what we do.

We are happy to consider part time / flexible working / term time arrangements for this role.

This is a Channel Islands based role and requires an existing licence to work in the islands.

## Job Description

### ABOUT INNOVEST ADVISORY

Innovest Advisory is an impact 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

As a small company working in an exciting sector, we value the right fit over formal qualifications or experience. We are looking for our next valued team member, a safe pair of hands, and we are adaptable to flexible working hours, including term time.

We are looking for someone to work closely with our team to help manage our office 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 accounts, managing client relationships, HR management and payroll, supporting events, communications, CRM management and general office support.

## MAIN RESPONSIBILITIES

### General

- General office administration and coordination
- Support to client and business development relationships
- Support to relationships with international industry bodies and partner organizations
- Management of Innovest corporate foundational documentation for client and partner due diligence purposes
- Support event planning and coordination, such as webinars and other presentations
- Management of the Innovest internal and external digital resources
- Oversight of corporate filings

### HR

- Oversight of payroll
- Managing recruitment
- Organisation of team meetings, virtual team building activities such as lunch and learns
- Oversight of consultants, fellows and intern coordination
- Ownership of new employee induction
- Implementation of new HR systems such as feedback systems, employee handbooks, etc.

### Invoicing and Accounts

- Support to invoice management and other payments
- Accounts and banking management
- Oversight of payments to other professional service providers
- Liaison with Innovest banking providers in Channel Islands and South Africa

## ABOUT YOU

### Essential

- A passion to be part of a team working to create meaningful change
- Excellent organisational and administrative skills
- An ability to be flexible and adaptable
- Comfortable working with a small team, in an early stage business environment and helping the business grow
- Willingness to take the initiative and think innovatively
- Excellent written and verbal communication skills

### Desirable

- Experience working in an office management or office administration role
- Experience of using the Xero Small Business Accounting platform or similar accounting software

## APPLICATION

If you're interested in joining our growing and dynamic team, please email your cover letter and CV to [info@innovestadvisory.com](mailto:info@innovestadvisory.com)