



Personal Assistant

Job Description

Who We're Looking For

Aspect and Benchmark Capital are looking for a Personal Assistant; the main focus of this role will be to work closely with the Manager Director to provide administrative support on a one-to-one basis. You will have a wide range of duties, acting as a first point of contact with people from both inside and outside the company

About Benchmark Capital

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice¹

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

What You'll Do

- Make travel and accommodation arrangement
- Act as the key point of contact across the business, with clients, key contacts, within Schroders and other external parties
- Manage information flow in a timely and accurate manner and ensure that the executive is aware of broader priorities and issues
- support tracking budgets, expenses, track business mileage and manage credit cards
- Format information for internal and external communications, memos, emails, presentations and reports
- Take minutes during meetings and stay on top of forthcoming actions and deliverables that need planning
- Screen phone calls and emails to support timely manage of key issues
- Provide broader management support to team as appropriate, with focus on diary support for direct reports
- Attend events and provide client support as required. May require support in other office locations and external events from time to time

The Knowledge, Experience and Qualifications we'd love you to have:

- Due to the nature of the role, understanding sensitivity of issues
- Ability to be discrete and confidential are essential attributes
- Quickly establish credibility and respect to build strong working relationships
- Provide personalized secretarial and administrative support in a well-organized and timely manner

What You'll Be Like

- Extremely well organised
- Demonstrable maturity, professionalism and gravitas
- A willingness to embrace change
- Excellent communication skills and high standards of literacy
- Demonstrate the right attitude and culture, objectives and priorities.
- Enjoy working as a team to improve and help move the business forward.

We're Looking For The Best, Whoever They Are

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.