

Job Title: Business Development Administrative Lead	Reports to: Business Development Operations Manager
Department: Business Development	Location: London

Premier Miton Investors is a UK based asset management firm with £12.8 billion of assets under management (March 2022) in a broad range of investment products, with offices in London and Guildford.

The successful candidate will deliver fast, efficient administration support in a senior team position to a team of 3, to all members of the Business Development team

If you are interested in the role, please send your CV (together with details of current salary) to:

Emma Burgess, HR Associate

HR@premiermiton.com



Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

Principal Responsibilities / Deliverables

Responsibility	Associated Tasks / Deliverables
Business Development Administration	<ul style="list-style-type: none"> • Prepare monthly expense claims for all members of the Business Development team ensuring these are accurately completed, all supporting receipts appended and that they are submitted on a timely basis to Finance • Smoothly co-ordinate meetings and appointment schedules for the Business Development team, where required • Organise diaries of key individuals • Manage travel arrangements, ensuring a good flow of communication regarding status and plans and comprehensive, accurate itineraries are handed over in advance • Support the Business Development team by completing and submitting all gifts and hospitality forms to managers and Compliance for approval in accordance with Premier Miton’s gifts and hospitality policy • Produce data analytics and fund comparisons using FE and Defaqto. • Liaise with multiple teams to source key fund information for clients or the sales team. • Type correspondence accurately and in good time (dictated, from hand-written copy and/or from simplified notes) • Prepare presentations in PowerPoint / Word where required • File all documents, reports and papers (both electronic and soft copy) for the team in a well-organised and appropriately accessible system • Assist the Business Development team as and when required with the maintenance of data input in the Group’s CRM system, noting that responsibility for ensuring all content is completed remains with the Business Development team • Assist in the organising and logistics of any external client events or conferences • Organise and plan the internal sales weekly and monthly meetings and any offsite events. • Minute taking for weekly meetings and when requested. • Maintaining, running multiple reports on a weekly basis. • Oversee the teams workload and inboxes and distribute tasks accordingly • Process yearly appraisals and KPI’s for the Business Development team. • New team member onboarding and induction planning. • Host weekly team meetings for the administration team.
Cover	<ul style="list-style-type: none"> • Provide holiday, sickness, lunchtime, critical workload and ad hoc cover for other members of the office support team.
General	<ul style="list-style-type: none"> • Maintain personal awareness of the FCA’s 6 Treating Customers Fairly Consumer Outcomes and ensure customers and/or funds are being treated fairly • Comply with anti-money laundering rules and properly report any possible non-compliance within the department • Complete all required training and carry out all appropriate duties, along with any non-core duties as may be reasonably required by the management team, in a timely, efficient manner and with good will • Engage unequivocally in upholding Premier Miton’s cultural values and in our aim of creating a highly regarded brand, a first class resource for our investors, and a genuinely agreeable place to work

SM&CR Individual Conduct	<ul style="list-style-type: none"> • Act with integrity. • Act with due care, skill and diligence. • Be open and co-operative with the FCA. • Pay due regard to the interests of customers and treat them fairly. Observe proper standards of market conduct.
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Education, Experience, Skills and Abilities

Education / Qualification

- Grade A or A* in Maths and English at GCSE

Experience / Knowledge

- Previous experience in fund management / financial services and professional SME environment
- Experience working in a professional environment and in a client-facing role

Skills

- Outstanding proactive, resilient, diplomatic, and solutions-oriented approach to work.
- Extremely high standards of accuracy and attention to detail without loss of speed
- IT- and internet-literate, especially in web research, MS Office applications and particularly Outlook
- Good use of English (including, spelling, grammar, spoken English and oral communication style)
- Pro-active; able to self-motivate, work independently, and use own initiative in the absence of clear guidelines
- An efficient, calm, fast and flexible approach; follows work through, prioritises workload to meet targets and deadlines; adapts quickly to changing requirements
- Highly team-oriented; shares knowledge and information openly and honestly, works collaboratively and manages relationships to sustain strong relationships within the team
- Comfortable operating in an SME culture and environment
- Maintains absolute integrity and confidentiality; is trustworthy, honest, credible, and reliable
- Is emotionally resilient, can be assertive/firm as needed to manage diaries successfully; has a healthy dose of humility and is perspicacious; shows ability to collaborate across the business and to adapt style to build and maintain relationships

Characteristics

- Adopts a positive attitude to work, a “sleeves-rolled-up” and “can-do” attitude even when faced with challenges; able to navigate complexity by generating ideas, problem-solving and being resourceful
 - Takes care over personal appearance and adopts a professional manner and dress code at all times
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Education, Experience, Skills and Abilities, etc.	
	Essential / Desirable
Education / Qualification <ul style="list-style-type: none"> Degree level and / or professional HR Qualification (or equivalent experience) 	E E
Experience / Knowledge <ul style="list-style-type: none"> Experience of working in HR / related areas; Experience of working in an investment firm is desirable 	E D
Skills <ul style="list-style-type: none"> Good interpersonal and communication skills with the ability to communicate with a diverse group and prepare succinct correspondence and reports. Strong organisational and planning skills; Ability to prioritise workload and adhere to deadlines; Good problem solving / analytical skills; Good IT skills / ability to use Microsoft Office / HR systems (IRIS HR) Ability to demonstrate tact and diplomacy; Ability to maintain high levels of confidentiality; Self-Motivation, excellent work ethic and drive. 	E E E E E E E
Characteristics <ul style="list-style-type: none"> Ability to work under considerable pressure and adhere to strict timescales. Willingness to get involved in a broad range of areas / issues. 	E E

Other Information

- Some travel required to attend relevant meetings, generally in the UK
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