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| **Title :** | Part Time Executive Administrator (Minute Taker)  |
| **Employment Type:** | Permanent, Part Time (21 hrs per week, can be worked over 3 or 5 days) |
| **Department :** | HR (Hybrid working) |
| **Location** | Glasgow |
| **Date**  | 11.05.22 |
| **Closing date** | 27.05.22 |
| **Salary** | Up to £22,000 Pro rata DOE |
| **Recruiter** | Gillian Bryant, please send covering letter and CV to gillian.bryant@scottishfriendly.co.uk |

At Scottish Friendly we want to attract the best talent to help us achieve our vision: **to be a leading UK mutual insurer through innovation, efficient customer services and responsible capital management**. Scottish Friendly is one of the most progressive mutual life insurance offices in the UK with over 150 years’ worth of history in the financial services market. Based in Glasgow, Scottish Friendly is a dynamic and rapidly expanding financial services group dedicated to the efficient provision of a wide range of financial products and services. We employ circa 220 staff and we are growing.

As a friendly society, we don’t have any shareholders, so all profits are used for the benefit of the customers. Our people are enthusiastic and passionate about saving and investing.

If you’re inspired to join us, and have the necessary qualities, then this could be the opportunity you’ve been looking for.

**The Role**

The role is to provide an effective minute taking service to the Board and Executives of the Company, supporting the current Cosec resource in place. This role will support a number of our Executives with administration responsibilities.

This role is a part time role of 21 hours which can be over 3/5 days per week. Hybrid working is available with regular in-person attendance required at meetings.

Your key tasks will include:

* Minute taking and circulation of approved minutes for Board and committee meeting in line with legal, regulatory, and quality requirements
* Arranging and distributing paperwork for Exec and Board Meetings
* Supporting communication and logistics of events for the Board and Board or Management committees
* Assisting with administrative processes and projects, this includes items such as governance submissions and reports
* Managing the filing systems and undertake general housekeeping for the Co Sec
* Preparing presentations and producing reports
* Supporting Exec team with processing expenses, arranging and rescheduling meetings, diary management etc.
* Adhoc administrative tasks

**Candidate Specification**

* Experience of financial service notable minute-taking is essential
* Experience of Board & committee minute taking is essential
* Strong analytical skills and excellent attention to detail
* A flexible approach coupled with enthusiasm and an eagerness to learn
* Excellent interpersonal skills
* Strong communication skills, both written and verbal
* Proficiency in all Microsoft Office applications
* You will be a team player with a positive, can-do attitude
* An understanding of Corporate Governance issues
* Ability to work on your own initiative

We offer a competitive financial package and excellent benefits including generous pension, cycle to work, healthcare, access to EAP. We are able to offer extremely flexible working hours. At the moment most of our roles are currently hybrid with a mix of home and office working.

We are an equal opportunities employer. We believe diversity brings benefits for our customers, our business and our people. We welcome applications from all individuals regardless of age, gender, disability, sexual orientation, race, religion or belief.