

## Administrator

Ovation Finance helps its clients and employees accumulate life, not just wealth. We're a firm with strong principles and a firm believer in doing the right thing. The best test we use is "Would you advise your Mum to do that?". We take great joy in the work we do for our clients and take pleasure in seeing them create the lives they want to live.

Who are we and why would you want to join us? We're a warm and welcoming team who have created a harmonious, approachable and easy-going environment. We trust each other to get the job done, which creates a sense of pride and ownership in what we do. We will always do the right thing for our clients and each other. We care about the environment and our social impact on society, which is why we're currently undergoing BCorp Certification.

You'll be nurtured through your professional life, with internal and external training and exam support provided. We're a non-judgmental team who have a willingness to learn and take the time to celebrate success! We're transparent with our pay bands so all employees can see what they need to do to increase their pay and move into the next pay band.

We care about your personal life and want to ensure our employees have the right work-life balance. We nurture this through flexible working, mixing home working and office based, of which full home working equipment is provided. Family comes first which means we'll provide flexibility to fit around your family. We value supporting employees, which is also why we offer full paternity pay and enhanced maternity pay.

What makes us really different is that we're employee owned. What this means is that you'll become a co-owner of the business as a beneficiary of the Ovation Employee Ownership Trust. We find this brings a sense of pride and ownership to our roles and everyone is able to positively impact the business and have their voice heard. Financially, you'll benefit from profit share at the end of the year. Everyone is entitled to their share, so based on the remaining profit at the end of the year, everyone gets a piece of the pie!

### **THE ROLE**

Ovation Finance is looking for an Administrator to join their team for a fixed term 12-month contract to cover maternity leave. The role will include gathering policy information, completing forms and illustrations, and processing new business. You'll assist with adviser diary management and help take notes where required. You will work closely with other members of the paraplanning and adviser team to ensure all documentation is actioned and the relevant systems kept up to date. You will also assist the Practice Manager with various annual projects.

### Contractual Elements

- Annual salary - £24-£28K plus benefits
- Non-contributory pension scheme (*7% of all earnings paid into pension scheme*)
- Death in Service cover of 6 x annual salary
- 25 days holiday, plus statutory holidays
- Health Club cash-back

### REQUIREMENTS *Essential:*

- Have a good understanding of the workings in a Financial Advice business
- Have a minimum of 2 years' experience in a Financial Advice Firm

### REQUIREMENTS *You will ideally:*

- Have good attention to detail and accuracy
- Excellent organisational skills, this includes diary management
- Excellent written and verbal communication skills
- Be innovative, creative and proactive
- Enjoy and thrive upon interaction and collaboration with others
- Have experience submitting new business on platforms
- Have IRESS Xplan experience (*nice to have*)
- Share our Values of Integrity, There's More to Life than Money, and not advising anyone to do something you wouldn't ask your mum to do!

**Ovation Finance is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.**