



Title: Executive Assistant, FinTech Programme  
Reports to: Head of FinTech Delivery Panel, Tech City UK  
Location: London-based

### **About Tech City UK**

Launched by the UK Prime Minister David Cameron in 2010, Tech City UK supports digital entrepreneurship across the nation, with regional bases in London and Northern England.

Our aim is to help accelerate the growth of promising digital businesses in the UK. We do this by focusing on three areas:

1. Lifecycle Programmes - running programmes that help digital start ups through every stage of their maturity – from seed to IPO or trade sale;
2. Digital Skills Gap – we are closing the digital skills gap by creating products and services that make a measurable difference;
3. Thought Leadership & Advocacy – using data, intelligence and connections with the community, we are able to create reports and events that mark us a thought leader in creating digital ecosystems

The culture is one of a start up with a lean mentality. We aim to be agile, transformative and authentic in our day-to-day operations.

### **The Fintech Delivery Panel**

The UK FinTech Delivery Panel was announced by the Economic Secretary to the Treasury at the Innovate Finance Global Summit in April 2016 following the recommendation made by the EY benchmarking report undertaken for HM Treasury. The Panel's purpose is to identify the key collaborative initiatives that are currently in the pipeline for UK FinTech that will make a significant difference to the domestic UK FinTech landscape and work to accelerate their time-to-market. To do this, the panel will look ahead to the end of the Parliament and set out its vision for the UK FinTech landscape.

This is an administrative role in which you will be charged with coordinating the activities of the FinTech Panel. It combines diary management and convening powers to ensure that the panel members come together once a quarter. You will help create the environment where good decisions are made and delivery happens for the future of the FinTech sector. In return you will work with a high performing team in a dynamic and pioneering environment, and consolidate your own skills, networks and knowledge. This includes, building your knowledge of the Fintech tech sector while gaining valuable insight into Fintech industry initiatives

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and strategic management of a high profile panel which is looking to shape the future of the sector over the next four years.

We encourage an entrepreneurial outlook and enable our own team members to achieve their ambitions and goals – professional and personal. This role will grow in the hands of the right candidate.

### **Main Duties & Responsibilities**

As Executive Assistant you will provide immediate support to the Head of the FinTech Delivery Panel. A successful candidate will have to be a fast, flexible, organized and motivated individual with a can-do attitude.

You will be ambitious and enjoy working within a small, entrepreneurial environment. The Executive Assistant will have the ability to work independently on a wide variety of activities prioritizing conflicting needs, and handling matters expeditiously and proactively.

### **FinTech Panel Secretariat Support**

- Intelligent and effective diary management - proven experience of proactively managing a busy and varied diary of a demanding and in-demand industry leaders - ensuring that everyone's diary is taken into consideration and that the panel convenes quarterly on a regular basis without delay.
- Ensuring a full range of secretarial and administrative support, including: telephone and email enquiries from the wider fintech community, responding in a timely fashion and having efficient data and file management
- Strategic management of invitations for panel meetings– applying judgement with confidence when coordinating the diaries of panel members
- Overseeing communications, including taking full minutes at each meeting
- Managing the FinTech 'inbox' and managing all queries
- Stakeholder management and engagement: courteous and strategic correspondence, information sharing, relationship building
- Pride in providing smooth operational delivery, recording actions, assigning tasks, and following up

### **Essential skills and experience**

- Experience
  - Previous experience in an administrative role
  - High levels of professionalism and discretion. Able to deal with senior level executives



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- Exposure to and interest in the digital economy and particularly the fintech sector
- Knowledge and experience of UK government Fintech initiatives a plus
- Skills
  - Extremely organised, efficient and practised in managing to tight deadlines
  - A strong academic record
  - Strong communication and analytical skills, with an excellent standard of written English
  - Excellent ICT skills: comfortable with Google office suite, Mac and all MS Office tools, and other software (e.g. Dropbox)
  - Attitude
    - Good sense, good judgement and good humour!
    - Naturally collaborative, optimistic and responsive
    - Be pro-active, with the ability to manage and prioritise own workload with minimum supervision
    - Have a high threshold for ambiguity and maintain professional demeanor under pressure

### **Contact Details**

If you are interested, please send your CV and a covering note explaining your suitability for the role to [jobs@techcityuk.co.uk](mailto:jobs@techcityuk.co.uk). No agencies please. Tech City UK is an equal opportunities employer. Job applicants may be asked to provide evidence of their ability to work and live in the country where the role exists.