

JOB DESCRIPTION

Job Title:	Policy, Research & Operations Assistant
Contract Type:	Full time
Reports to:	Head of Policy, Research & Operations
Direct Reports:	None
Location:	London
Salary:	£25,000 per annum + pension & health schemes + season ticket loan

THE ORGANISATION:

Canning House's strategic role is to promote the growth of awareness, understanding, contacts and relationships between the UK, Latin America and Iberia. We achieve this by acting as the UK's leading forum for informed comment, contacts and debate on Latin American and Iberian politics, economics and business, as well as celebrating and promoting awareness of Hispanic and Luso-Brazilian languages, culture and history.

THE ROLE:

The Policy, Research & Operations Assistant is responsible for assisting the Head of Policy, Research & Operations with activities pertaining to all aspects of Canning House's finances and operations. This will include liaising and working with the organisation's accountants, auditors, and operational systems suppliers as well as other team members to ensure the smooth operation of the office, and support the CEO in ensuring smooth reporting to the Board.

In addition, they will also assist the Head of Policy, Research & Operations with the research, planning, organisation, management and execution of events, meetings, and publications related to the LatAm Outlook; UK-Brazil Conversa; UK-Brazil Business Dialogue (UKBBD); the Canning Conference 2020; trade policy roundtable meetings; and other ad-hoc research, policy meetings and events.

Operations & Finance:

- Help to ensure the smooth and efficient running of the organisation by providing support in financial matters, including budget development, planning & reporting, and managing the accounts.
- Work with the Head of Policy, Research & Operations to contribute financial and operational expertise in the development and implementation of organisational strategies, policies, practices, funding proposals and applications.
- Liaise with accountants and auditors to provide financial reports and information (Dashboards) in a timely manner, to ensure sound financial and operational governance.
 - This will include the quarterly Management Information, and end of year finance reports.

- Organise customer invoices for processing and payment, and ensure that all supplier invoices are paid in a timely manner.
- Monitor event costs and revenue with the events team, to ensure that all expenses are paid and monies received.
- Improve operational systems, processes and policies as directed by the Head of Policy, Research & Operations - specifically, better management reporting, information flow and management, business process and organisational planning.
- Oversee day to day monitoring and processing of accounts.
- Maintain financial administrative files.
- Assist with the management of all operational functions, including IT & premises.

Policy & Research:

- Assist the Head of Policy, Research & Operations with the research, planning, organisation, management and execution of events and meetings related to the LatAm Outlook; UK-Brazil Conversa; UK-Brazil Business Dialogue (UKBBD); the Canning Conference 2020; trade policy roundtable meetings; and other ad-hoc research, policy meetings and events.
- Liaise with external stakeholders to plan events, projects, and publications of interest, as directed by the Head of Policy, Research & Operations.
- Assist with the production of high-quality research for distribution or publication, including meeting summaries, conference reports, expert comments, meeting briefs, op-eds, background papers and other similar documents, as directed by the Head of Policy, Research & Operations.
- Help to establish and deepen networks with key individuals, partners, and stakeholders in the UK and overseas.

EXPERIENCE & SKILLS

- Proven administrative and organisational experience
- Experience with budgets and finances
- Word, Excel and Powerpoint proficient. Knowledge of Xero desirable but not required
- Excellent listening and communication skills in English, both written and verbal
- Experience compiling research and/or reports pertaining to Latin American politics, economics, current affairs
- Spanish and/or Portuguese a plus but not required
- Educated to degree level, Master's degree preferable

PERSONAL QUALITIES:

- Fast worker with excellent attention to detail
- Great time management skills and ability multitask between duties and prioritise work accordingly
- Enthusiastic and hard-working team player able to communicate information effectively with team members
- Smart and confident enough to participate at meetings attended by external stakeholders of all levels of seniority
- Good personal written and oral communication skills for interacting with third parties

Hours:

- Normal hours are 09:30-17:30 but candidate must be flexible, willing and prepared to participate in events outside of normal working hours including early starts or late evenings.

Benefits:

- 25 days annual leave (excluding public holidays)
- Pension scheme
- Health scheme
- Season ticket loan

Location:

Canning House, 126 Wigmore st, London, W1U 3RZ (nearest tube Marble Arch and Bond street). N.B. Please note that no relocation fees are paid by Canning House.

How to apply:

If you are interested in applying for this exciting position, please send a one-page cover letter and copy of your tailored CV to Ian Perrin at finance@canninghouse.org

The **deadline** for applications is 10pm on **31st January 2020**

Interviews will take place **w/c 3rd February 2020**