

INSTITUTIONAL MONEY MARKET FUNDS ASSOCIATION

JOB DESCRIPTION

Job title: IMMFA Executive Senior Assistant

Reports to: IMMFA Secretary General

Status: Part time (4 days a week)

INTRODUCTION TO IMMFA

Originally formed 20 years ago, the Institutional Money Market Funds Association (IMMFA) is the trade association which represents the European money market fund (MMF) industry In Europe.

IMMFA seeks to promote and support development of the industry by:

- ensuring that IMMFA members offer a consistently high-quality product to investors, in particular by maintaining a set of best practice standards in its Principles of Best Practice;
- informing and influencing policy makers regarding money market fund issues; and
- educating investors about money market funds and providing timely data on members' funds.

IMMFA members agree to abide by the IMMFA Principles of Best Practice. Its members comprise full members which are fund managers who manage at least one fund meeting the IMMFA criteria and associate members which provide services to IMMFA managers or funds, such as fund administrators, rating agencies and law firms.

The Secretariat comprises 3 employees and the Executive Senior Assistant is a pivotal role in the effective day to day functioning of the Association.

KEY RESPONSIBILITIES

- Engagement with IMMFA Members
 - Managing members' annual membership fee and follows-ups
 - Onboarding of new members
 - Assisting with member queries
- Documentation
 - Producing PowerPoint charts/ slides for presentations
 - Maintaining/ updating IMMFA contact database and IMMFA administrative email address for external queries
 - Contribute to, coordinate input, and circulate monthly IMMFA newsletter
 - Liaising with stakeholders to create agendas and materials for Committee/Working Group, other meetings as required

- Attending and compiling minutes of Committees/Working Groups – e.g. Investor Education Working Group
 - With guidance of Secretary General, establishing and maintaining IMMFA internal policies together with putting in place related procedures
 - Maintaining and handling Transparency Register requirements including member queries
 - Carrying out ad hoc research to contribute to IMMFA initiatives including events
- Organisation of meetings and diary management including:
 - Meetings with suppliers/ associations/ boards/ committees/ working groups and biannual member meetings
 - Travel management: including meeting schedule logistics/ booking flights/ hotels/ mapping routes/ creating itineraries and travel packs
 - Booking conferences
- Handle billing and invoices
 - Expense/invoice supplier approval management:
 - cross check meetings/ conference calls against bills for discrepancies
 - supply to accountants for payment
 - Events invoicing: Christmas party, annual dinner
 - Processing all personal and foreign currency expenses and monthly credit card statements
 - Facilitating bank (bank mandate) / Companies House (board changes)/ insurance requirements
- Office management
 - Managing Landmark relationship in keeping with monthly allowance
 - Coordination of search for new office space/ comparison table of premises
 - Manage day to day relationship of third-party service providers including IT, Finance (including verification and reconciliation of member subscriptions, invoices/other expenses with payments and bank account), insurance etc – ensuring appropriate escalation of issues to Secretary General
 - Reviewing new outsourced service provider contracts - create and maintain a tracking system to include:
 - description of services provided: scope, limitations
 - key dates for delivery of specific tasks
 - respective responsibilities and notifications to ensure IMMFA and third-party compliance with contract and notice periods for renewal
 - Maintaining centralised record and tracking system of all service contracts: hard and soft copy with scanned copies of executed versions
 - Ad hoc duties around office – printer/ stationary etc
 - Create and maintain a data base tracking regulatory/policy engagement with contact details
 - Proactively contribute to enhancing existing systems/share point for storing IMMFA documentation and important mails
- Corporate Secretariat
 - Collation and circulation of materials for Board meetings
 - Maintenance and follow up of action tracker
 - Record keeping and ensuring all necessary filings are made accurately and within required time limitations

- Website
 - Weekly updating the members and main website with all relevant IMMFA papers - publications/ stats/ working group/ investment committee/ board papers. Being the point of communications with the design company for any redesign/ updating that the website may need.
 - Managing LinkedIn page – posting/ monitoring activity levels to present on a monthly basis to the Investor Education Working Group.
 - Present Linked in/ website stats to group at each meeting
- Events
 - Delivering event management within budget for Christmas party and IMMFA Annual dinner. Managing attendee responses and members payment for annual dinner, and annual dinner invoicing
 - Managing attendee list for any member firm events – e.g. diversity initiative events

Competencies

- Strong organisational abilities with a high degree of diligence, accuracy and self-motivation.
- Effectively manages relationships in a professional manner
- Developed verbal and written communication skills
- Ability to work and support teams in a proactive manner
- Takes the initiative to resolve issues promptly
- Able to handle confidential information
- Able to effectively multitask
- Owns and executes responsibilities effectively
- Excellent working knowledge of available applications to manage activities efficiently and effectively in a proactive manner
- Able to collaborate effectively with members and suppliers
- Competence with Microsoft Office, Outlook, Word, Excel and PowerPoint systems.