



RegTech Associates is a research company, and we use our analysis to provide strategic insight and advice to our clients. Our industry and regulatory knowledge is underpinned by research with data on over 1300 RegTech products.

We are a young company with an experienced and knowledgeable team so there is plenty of opportunity for learning and building skills. We work closely with CEOs and Founders of start-up and scale-up technology companies to help them grow their businesses. We partner with our clients throughout the product and company lifecycle, from design through to commercial strategy and sales. We spend a lot of time with regulated firms in financial services to understand their regulatory problems and how technology can help solve them. We also collaborate with leading regulators to foster dialogue and industry collaborations across a number of regulatory issues.

We are looking for an **Operations Manager / Head of Operations** to join our team.

This full-time role will be either office based or hybrid [central london office].

Specifically you will:

- Report to the CEO
- Help to manage the company financials including but not limited to
 - Managing Accounts Receivable and Payables
 - Issuing invoices and payment instructions
 - Managing managing aged receivables
 - Reconciling bank accounts to to transactions
 - Managing payroll, and employee onboarding as a whole, including adding new members and organising the monthly payroll for our team of 8
 - Liaison with our accountants on annual accounts and other relevant matters
- Maintain a calendar of important financial dates (VAT payments, Tax Returns, PAYE payments etc)
- Manage the company Employment Related Securities (ERS) scheme, including annual filing, reviews
- Manage our Central London office including activities such as reviewing costs managing, suppliers and liaison with office management staff
- Co-ordinate legal and contract activities for our third party subcontractors, Associates, Clients, Partners and Prospects. This would include 1st review in advance of final review and signature by a company director.



- Provide limited administrative support to the two Co-Founders such as diary management, travel and room bookings.

This role will be perfect for you if you:

- Are highly organised and detail oriented and able to structure and manage a number of different activities without close supervision
- Have excellent interpersonal skills, with the ability to work at pace in an unstructured environment
- Have experience in office administration and bookkeeping (but no accountancy qualification necessary) and working knowledge of a finance SAAS system such as Xero or Quickbooks
- Are unflappable and calm under pressure, particularly in a situation where there are conflicting demands and multiple deadlines
- Want to work with a business which is scaling rapidly and would like the opportunity to implement systems and processes to help the company run smoothly as it grows

This opportunity is suited to anyone willing to join a small team with the ability to immediately make a difference and visibly contribute to the growth and success of the company. RegTech Associates is a small company with big ambitions and embodies a culture that encourages change, learning and personal development. The person who fills this role will be integral to the ability to keep our clients happy, our bank balance healthy and ensure the longevity of our business.