



JOB DESCRIPTION: ASSOCIATE (STRATEGIC PLANNING)

1. SECTION 1: ROLE PROFILING

Job title: Associate

Department: Strategic Planning

Job purpose: To support the Director(s) in delivering successful and profitable projects

Contract duration: Permanent

Reports to: Director(s) and Associate Director(s)

Grade: Associate

Current Base (location): London office (Farringdon). Flexible working arrangements available

2. SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

- Assist Directors and Associate Directors in driving key projects forward;
- Opportunity provided to win new instructions, alongside servicing existing instructions;
- Project Management of complex instructions;
- Supervision of junior colleagues and the potential for a mentor role;
- Liaise and cultivate good relationships with clients and fellow professionals;
- Contribute towards financial management of project and team financials, including but not exclusive to forecasting, billings, credit control, etc.;
- Ensure compliance with relevant regulations;
- Communicate and negotiate effectively with clients and colleagues;
- Take responsibility for projects from the earliest stages through to completion;
- Maintain an awareness of market conditions and the impact of government policies;
- Keep informed about documents relating to relevant policy and practice;
- Build relationships with other teams;
- Opportunity to be involved in strategic projects; and
- Attend external events and provide presentations

3. SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)