



Job Description:

HR and Governance Assistant

Grade: LTL Other £30,000 – £40,000 (salary range dependent on role fit)

Reporting to: Company Secretary and Head of Governance

Direct and indirect reports: None

To apply for this role please send a completed job application form, EDI monitoring questionnaire and CV to recruitment@londontreasury.org by mid-day on the closing date of 01 June 2026 quoting reference HR001 in the header. Round 1 interviews (Teams) are scheduled to take place on 15 June 2026 and round 2 (in person) on 22 June 2026.

London Treasury

London Treasury's mission is to help local authorities achieve better outcomes from their investments and treasury management activities. Created as an arm's length subsidiary by the GLA, it addresses liquidity, treasury, net zero and SME investment challenges faced by its clients. London Treasury is authorised and regulated by the Financial Conduct Authority (FCA) to facilitate sharing our areas of expertise with the public sector.

Purpose of the Role

This role plays an integral part in facilitating the move towards more tech focused and streamlined HR and governance functions. You will support the Governance and Delivery (G&D) team through the provision of effective administration of all people and governance related activities. The G&D function is responsible for and leads on, amongst other things, all people and HR related matters which are overseen by the Company Secretary and Head of Governance.

An external HR consultant is retained to provide HR advice and support as required. The G&D team has implemented a number of self-serve portals, and this role is responsible for populating and maintaining these portals as well as advancing their use.

This role is primarily responsible for the delivery of all people related administration as well as supporting wider G&D administration. Training will be provided as appropriate including the attainment of a professional qualification in either HR or Governance as appropriate.

Key Responsibilities

- To provide outstanding, accurate and insightful administration to the G&D function.
- To lead and deliver people related administration.
- To liaise with the relevant teams to ensure all external facing media (website, LinkedIn etc) remain accurate and up to date in respect of our people.
- To oversee the maintenance, management and user experience of all G&D portals and software.
- To maintain all G&D registers (statutory and internal) as appropriate to the role including but not limited to the contracts register and policy framework.
- To support the ongoing monitoring, maintenance and development of appropriate governance frameworks, guidance documents, policies and procedures etc.
- To provide HR monitoring reports to appropriate recipients (individuals or committees) in respect of HR related matters i.e. absence reporting, appraisals due and completed, training undertaken etc.
- To undertake and lead on all people onboarding requirements, including due diligence checks using an appropriate portal.
- To support the G&D function to submit regulatory returns as required.
- To maintain the 'Know Your People', or similar, portal in respect of people related due diligence.
- To keep succession planning for recruitment to key roles under review.
- To support the CRO with people related compliance matters, including managing the online compliance training portal, the distribution and collation of people related compliance documentation and questionnaires and undertaking the appropriate SMCR related onboarding due diligence.
- To maintain an appropriate schedule of board and committee meetings.
- To support the production and creation of board and committee meeting packs.
- To take minutes deputising for the Head of Governance as appropriate.

Role Specific Requirements

- Professional knowledge of Microsoft Office core applications (Excel, Word, PowerPoint and Outlook) with advanced knowledge of Microsoft Word sufficient to draft templates and format reports and board meeting agenda packs.

- Working knowledge of Microsoft Teams, SharePoint and OneDrive.
- To realise the benefits of London's diversity by promoting and enabling equality.
- Partly qualified or qualified in a related discipline would be advantageous.
- Highly organised with exceptional attention to detail and the ability to manage multiple workflows.
- Proven ability to handle sensitive information with the utmost confidentiality and professionalism.

General Requirements

Organisational Leadership

Demonstrable ability to:

- **Leadership & Accountability:** Be persuasive and confident, with the ability to present new ideas to team members and peers across other teams.
- **Collaboration:** Work effectively with team members and the broader London Treasury Limited (LTL) team.
- Maintain understanding of overall strategy, supporting organisational goals.

Stakeholders

- Understands principal stakeholders for the business area and can communicate value added of LTL's services/work product within area of responsibility.
- **Client Facing:** Approach and mindset demonstrate understanding of key client needs and expectations.

Resource Management

Demonstrable ability to:

- Effectively utilise resources to support overall team objectives.
- Be flexible and manage change. Quickly respond to competing or changing priorities and deadlines.

Risk Management

- **Risk Assessment:** Demonstrates a good understanding of the risks associated with the business area or operations. Promptly communicates any risks identified or breaches of standard procedures to line manager or CRO.

- **Integrity:** Adheres to LTL's compliance manual, internal policies and other regulatory requirements, taking accountability for the same across daily responsibilities.

Technical Competence

- **Technical:** Demonstrates an understanding of the business area alongside knowledge of the wider organisational structure and activities of LTL.
- **CPD:** Commits to continuous professional development including undertaking training and development as required by the firm from time to time.

Team Leadership

- **Value Added and Proactiveness:** Takes personal accountability for work assignments, applies diligence and good organisational skills to ensure work is delivered on time and of the highest quality. Seeks guidance and input as required. Applies feedback to progress personal development.
- **Solution Focused:** Is proactive in contributing ideas and finding effective ways to progress work and deliver objectives.

Internal/External Communication Skills

- **Communication:** Effective written and oral communication style.
- **Presentation Skills:** Ability to communicate with clarity, empathy, and effectiveness to internal and external stakeholders. Able to articulate the vision, values, and goals for their business area and the wider company to internal and external stakeholders.