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| **Secure Trust Bank Investor Relations Manager**  |
| **Job Level**: Level 5**Career Path:** Individual Contributor**Core Job Title:** Technical Expert 2**Reporting** **To**: Strategy & Corporate Development Director**Certified Role:** No **Location**: Flexible |
| Secure Trust Bank is an established, well-funded, and capitalised UK retail bank providing savings accounts and lending services to over a million customers. In 2022, the Group celebrated 70 years of helping consumers and businesses fulfil their ambitions.Our customers are at the heart of everything we do, but we can’t achieve our customer-focused strategy without the right people in our team. At Secure Trust Bank, we know that people are our biggest investment, which is why a career with us is not just a job. It’s the chance to be part of something bigger, to add real value to the bank and to help us constantly improve in order to achieve our ambition of becoming the most trusted specialist lender in the UK. We believe in giving our staff autonomy, with initiative and exceptional performance recognised through a variety of individual and team awards and incentives. All our employees have a tangible impact on the group’s core values, and we are looking for candidates who are enthusiastic, proactive, and enjoy working in a fast-paced environment. |
| **Job Description** | ***Job Purpose***Assist the Strategy and Corporate Development Director in ensuring the Bank accurately records and relays all information concerning the financial standing to current and prospective shareholders. ***Key Responsibilities*** * Manage all investor relationships and inquiries;
* Support in the preparation of all market communications (RNS) with CoSec;
* Support in the preparation of Investor Presentations for Annual and Interim reporting;
* Foster relationships with Brokers, Analysts and PR Consultants;
* Maintain the internal view of consensus; and
* Review external research reports issued by brokers for factual content.

***Key Interfaces**** Company Secretary
* CFO
* Internal Comms
* Analysts, Brokers, PR Consultants
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| **Specification** | ***Skills/Knowledge/Experience**** Strong presentation skills, both written and verbal, a must;
* 2-4 years of prior experience in investor relations;
* Adaptability with strong organisational skills;

***Qualifications**** Accounting qualification: ACA, ACCA or CIMA preferable

***Competencies**** Risk Aware – We keep our customers and us safe and secure
* Customer focused – Our customers are at the heart of everything we do
* Ownership – We need to take personal responsibility
* Performance Driven – To become the most trusted specialist lender in the UK we need to each take personal accountability for our performance
* Teamwork – We achieve more when we work well together
* Future Oriented - Embracing change and implementing good ideas gives us the competitive edge
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