

### Role Profile

<b>Company</b>	RiverStone International Ireland DAC ("RIIDAC")
<b>Position Title</b>	Office Administrator
<b>Role Holder</b>	
<b>Reports To</b>	Head of Compliance - Ireland
<b>CBI Pre-Approval Controlled Function ("PCF") Role</b>	No
<b>Role is within scope of Fit and Proper Policy</b>	No
<b>Location</b>	Dublin, Ireland
<b>Date</b>	January 2025

### Overall role

- To be responsible for administration and facilities requirements to ensure efficient day-to-day operations for the RIIDAC office.
- To provide first class assistance as the first point of contact to the RIIDAC office for both visitors and contractors.
- To act in a professional and confidential manner at all times, protecting the interests of RIIDAC and the overall RiverStone Group ("Group").

### Key Responsibilities and Competencies

The role is responsible for providing support to ensure office administration and facilities services are provided effectively and on a consistent basis to minimise any risks to the business-as-usual operations of RIIDAC.

#### Administration

- Open, scan and distribute office post. Book and log couriers as and when required.
- Welcome visitors and contractors into the office and organise refreshments and catering for meetings if required.
- Responsibility for the monitoring and ordering of office supplies in respect of stationery, kitchen, bathroom and first aid stock.
- Liaise with the UK team and travel company to book business travel for the local team.
- Provide assistance to the Company Secretary with the preparation of presentations and completion of minutes for internal meetings, such as monthly Executive Committee and quarterly Board meetings.
- Provide assistance to the Head of Compliance – Ireland with general compliance tasks including customer due diligence checks, monitoring checks and maintaining compliance logs.
- Provide assistance to the Finance team, such as setting up suppliers & recording of invoices in accounts payable ledger.
- Provide general office administrative support to the other RIIDAC functions, including the CEO, Claims, Risk and Actuarial teams.

- Support the onboarding and exiting process for joiners and leavers, supporting HR, IT & Facilities.
- Sustainability: helping and maintaining our goals and legislative requirements as part of the team responsibilities. Quarterly collate and share office data with the Group Facilities team in respect of office data in respect of electricity / heat and paper usage etc.
- Health & Safety: be the office First Aider, Fire Marshall and Health & Safety Representative. Training will be organised for these roles.
- Sports & Social: be the sports and social point of contact for RIIDAC in respect of any Group events and organising any local office social events.

#### **Facilities**

- Weekly tour of the office to include completing facility checklists relating to the overall condition of the premises, furniture and equipment to ensure the office is well maintained and is a safe working environment for all employees. Report any deficiencies to the Group Facilities team.
- Liaise with contractors as the point of contact and highlight any issues to the Group Facilities team.
- Liaise with the office management company when needed and share dates of fire drills with Group Facilities.
- Provide support for any new office related projects, i.e., office works and other changes as required.
- Coordination of document offsite storage, including management of inventory.

#### **Other**

- Have an awareness of Treating Customers Fairly (“TCF”) and Conduct Risk strategies.
- Have an awareness of Data Protection legislation, including the Irish Data Protection Act 2018 and the General Data Protection Regulations (“GDPR”).

#### **Direct Reports**

N/A

#### **Internal Relationships**

All RIIDAC departments in addition to some Group departments (e.g. IT & Facilities, ESG, Event Management)

#### **External Relationships**

Vendors, suppliers and contractors

#### **Authority to Act for the Company**

Yes

#### **Conduct Rules**

- You must act honestly and with integrity.
- You must act with due care, skill and diligence.

- Except in relation to whistleblowing, you must be open and cooperative with RIIDAC's regulator, the Central Bank of Ireland.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct where applicable.

**Conduct Standards**

All employees are expected to abide by the CBI's Business Conduct Standards and the RiverStone Group Code of Corporate Conduct.

**Competence - Desirable Experience/Skills**

- 2+ years' experience working in an office environment in a administration role.
- Proficiency in Microsoft Office Outlook/Word/Excel (intermediate level).
- Excellent administration skills, efficient, discreet and ability to multi-task.
- Awareness of reporting deadlines.
- Keen attention to detail.
- Enthusiastic and committed to doing the best job possible.
- Demonstrate an aptitude for teamwork.
- Ability to build and maintain good relationships with colleagues and contractors.

**Knowledge**

- Use of Outlook, Word, Excel, and PowerPoint.
- Health and Safety awareness.

**Skills**

- Planning and organisation
- Communications
- Diplomacy
- Diligence and accuracy
- Inter-personal
- Decision making
- Time management
- Confidentiality

Confirmed as an accurate description of the function:

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Role Holder Date

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Manager Date