

**RUSSIAN SPEAKING HEAD OF PRIVATE OFFICE JOB
LIVE OUT HEAD OF PRIVATE OFFICE JOB IN SURREY, UK
SALARY: Up to 125 000, 00 GBP Gross / Year**

PHS Job 2635

This is a unique and exciting opportunity to manage a family office in Surrey, UK. An ultra-high-net-worth, Russian-speaking family is seeking a credible and experienced professional to lead the corporate and trust administration functions of their private operations. The role is based primarily in Surrey, UK, with supporting operations across various locations.

The ideal candidate will have a strong background in finance and private office management, be fluent in both English and Russian, and demonstrate exceptional organisational and interpersonal skills.

The UK office operates with a high degree of autonomy, making the head of the family office crucial to its success. A broad range of skills and experience in office management, along with the legal and administrative aspects of trust and corporate administration, will be essential for providing effective strategic oversight. Prior experience in establishing and running a family office is highly desirable.

If you are a proactive, highly organised individual with the necessary skills and experience, we invite you to apply for this exciting opportunity to lead and manage a private office.

Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Permanent, Full time, Live Out Head of Private Office
Working Days: Flexible, 5 Days / Week
Working Hours: Flexible
Salary: Up to 125K Gross / Year
Location: KT6, UK
Language: Russian and English
Starting date: ASAP

The duties in this full-time Head of Private Office job:

- Oversee all financial aspects of the private office and principal's personal finances
- Oversee all legal aspects of the private office. (Liaising with lawyers, oversight of all contracts, employment contracts, NDAs, lease agreements etc.)
- Report directly to the principal and efficiently implement all direct requests with urgency
- Keen to take on any and varied requests and tasks
- Go between for the principal and all financial stakeholders (business, banking, lawyers)
- Implement and maintain financial audit procedures ensuring all staff adhere to financial policies
- Advise the principal when necessary on private office procedures and financial management
- Provide solutions to issues that arise
- An expansive personal network within the private office space, someone who knows the best individuals and service providers
- An incredible operator who understands how to navigate private offices
- A switched-on individual who thinks outside of the box and doesn't simply take information as it is
- A personable character who understands how to operate in the private office environment with influential individuals
- A solution driven individual with an attitude that no task is too small or too big

The minimum requirements for the Head of Private Office job:

- Fluent in both English and Russian
- Finance and private office background
- Minimum 3 years of direct experience
- Checkable references

If you are personally interested in the Head of Private Office job or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email stasya.vorozheikina@perfecthouseholdstaff.co.uk

We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!

We are a boutique Head of Private Office agency in the UK. If you are looking to be employed as a full-time Head of Office, you have come to the right place. You will be able to see other jobs in our blog [featured positions](#).