

# Chief of Staff (m/f/div)

 Berlin

 Start date: Now

 Competitive salary

 Competitive equity

## Company Description

Finoa is a Berlin-based FinTech company founded in 2018 that provides custody and asset servicing solutions for digital assets tailored to institutional investors, HNWIs and corporates. It is one of the fastest-growing start-ups in the space, having emerged as the European leader in servicing hundreds of institutional and professional investors in the crypto space – with a global ambition. The business was founded by Henrik Gebbing and Christopher May, and they have built and continue to build a truly international and diverse team of extremely talented people (circa. 45 FTEs) in Europe's crypto capital. Finoa is backed by the most-renowned investors like Balderton Capital, Coparion, Venture Stars, and Signature Ventures.

## Job Description

We are looking for a Chief of Staff who will work closely together with our C-Level and help set our strategic priorities across the organisation. You will be part of our extended leadership team with a wide range of Chief of Staff activities. You will be streamlining strategic initiatives, defining and driving our company goals and communicating these across the organisation. As our Chief of Staff, you will play a crucial role in our further growth story and with Finoa being one of the driving forces, you will be at the forefront of the emergence of a new financial ecosystem.

## Role Description

- Define and drive strategic priorities across the organization together with and under the guidance of our the leadership team and departmental heads.
- Support leadership in decision making and initiative implementation taking ownership of certain projects and C-Level responsibilities.
- Drive definition, implementation, internal communications and performance measurement around company objectives and milestones (OKRs).
- Act as an extension of the leadership team and as first point of contact for general inquiries directed to leadership.
- Serve as liaison between staff and leadership transporting the company vision across the organization while at the same time measure company climate and employee well-being.
- Review, design, and execute on improvements to organizational structure, find knowledge and skills gaps and help address them.
- Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications.

## Requirements

- You have 2+ years of experience at a top-tier consulting firm, investment bank, venture capital firm, or in a fast-paced (FinTech) scale-up environment.
- You have professional or personal experience or at least a very strong interest in crypto and financial markets.
- You have experience in directly supporting the priorities of management.
- You have experience in defining and delivering strategic programmes.
- You have proven your ability and motivation to collaborate with multiple stakeholders.
- You possess a strong entrepreneurial mindset and flourish in taking initiative and ownership
- You possess strong analytical skills with high attention to detail
- You possess strong verbal and written skills aligned with strong presentation skills.
- You are fluent in English, working knowledge in German or other languages are a plus.

## Why you should apply



**Diverse and inclusive team:** We are from 20+ different countries with diversity of both thought and background on a mission to disrupt the digital asset industry. We support each other and take pride in our achievements. We attract talents from companies like McKinsey, Credit Suisse, JP Morgan, Google, ING, Bertelsmann, and N26.



**Ownership & learning-curve:** Opportunity to make an active contribution to the growth story of one of the leading disruptors in the FinTech industry.



**Communication:** We treat our staff like owners by being open, transparent, and providing regular communication about our direction and progress. We provide regular insights into decision making, strategy, and company-wide OKR progress so that each of our employees is aligned and empowered. We are also always aiming to improve how we can more effectively communicate.



**Office:** We offer both the flexibility to work remotely or to work in style and comfort from our modern office at Checkpoint Charlie, the heart of Berlin.

## How to get in touch

If you believe this opening paints an adequate picture of your profile, please visit this site and apply: [Chief of Staff \(m/f/div\) - Finoa GmbH \(recruitee.com\)](https://www.finoa.com/en/careers/Chief-of-Staff-(m/f/div)-Finoa-GmbH-(recruitee.com))

*Finoa is an equal opportunity employer devoted to diversity and inclusion in the workplace. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.*