

Job Description

JOB TITLE:	Executive Assistant to Group Finance & Resources Director
LOCATION:	Hale Village, Tottenham, London N17
SALARY:	Part-time role (4 days - Monday to Thursday. May be some flexibility on days.) Occasional evening meetings £29,264 per annum plus opportunity to earn up to 5% performance related bonus
REPORTING TO:	Group Finance & Resources Director

MAIN OBJECTIVES

To provide administrative and secretarial support to the Group Finance & Resources Director and their respective departments. To act as a member of the wider Executive Support Team providing support for Executive Team, Board and Committee meetings which will be occasional evening meetings.

SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards
1.	To provide high quality EA/secretarial support to the Group Finance & Resources Director	<ul style="list-style-type: none"> • Prepare and send out specialised correspondence; personal responsibility for efficient handling of routine correspondence • Preparing reports to standard formats including the insertion of technical information, spreadsheets, appendices etc. • High quality effective presentations prepared using appropriate software • Diary managed and meetings arranged as required using Outlook, Teams etc. • Meet and greet service provided for visitors • Messages taken and passed on accurately and speedily • Documents scanned, filed and archived as appropriate using agreed conventions for document control • Post collected and distributed to the relevant teams • Ad hoc meetings arranged and minuted accurately; minutes circulated to agreed timescales • 121 and appraisal meetings booked • Confidential and commercially sensitive information dealt with appropriately every time • Provide office cover, including reception duties, when required.

Key Tasks and Responsibilities		Performance Standards
2.	To provide administrative support to the Finance & Resources department which consists of Finance, IT, Facilities & HR	<ul style="list-style-type: none"> • Lists of shareholders and Committee and Board members kept up to date for Group companies • Reminders sent to team members about papers due to Trust and Group Executive team meetings; action points circulated, chased and reported to Head of Executive Support • Collect relevant information from all Resources managers • Request Purchase Orders and process invoices for Group Finance & Resources Director and other Department Heads • Book conferences, accommodation and travel • Provide support to the other areas of Finance and Resources as required by the senior managers.
3.	Meetings and Governance To assist the Group Finance & Resources Director to prepare for a variety of Board, Committee, Team and other formal meetings. To lead on providing services for People & Governance, Group Audit & Risk Committees and provide cover for other meetings when required	<ul style="list-style-type: none"> • All arrangements (including preparation and distribution of agendas, booking of venues, provision of refreshments and equipment, meeting invitations) made to agreed standards • Meeting papers prepared, checked to agreed standards, uploaded to Convene or similar system and distributed to attendees to agreed deadlines • Accurate and relevant minutes taken and circulated to agreed standards and deadlines • All documents saved and archived according to agreed conventions • Reception meet and greet service provided on an agreed rota (this will involve occasional evening work) • Occasional cover for other members of the Exec Support Team as assigned by the Head of Exec Support (this may involve occasional evening work) • Arrange, minute and circulate any actions from Resources Team meetings

Key Tasks and Responsibilities		Performance Standards
4.	Support Head of Executive Support	<ul style="list-style-type: none"> • Provide cover for Board meetings if the Head of Executive Support is absent • Provide occasional cover for Executive team meetings as agreed with the Head of Executive Support
5.	To contribute to maintaining an effective workplace	<ul style="list-style-type: none"> • All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to • Active liaison, co-operation and collaboration with teams and individuals in the department and elsewhere in the organisation to ensure the effective delivery of services
No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.		