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| **Job title:** Executive Assistant – Chief Finance Officer**Reporting to:** Chief Finance Officer (CFO)**Base:** Roundhouse and Ilkeston Campus with flexible working across all campuses/home in accordance with business needs |
| **Hours** 37 hours per week, 52 weeks per year**Contract Type** Support**Holidays** 20 days holiday (5 days after 5 years) plus 8 bank holidays and 6 college closure days where applicable pro rata**Salary**  £30,000 per annum |
| **Job Purpose**Provide professional and comprehensive support and assistance to the Chief Finance Officer and co-ordinate processes relating to contracts, risk management and external reporting |
| **Key responsibilities*** Oversee and co-ordinate all correspondence, enquiries and diary management for the CFO, providing proactive support to enable them to fulfil their strategic and managerial duties.
* Act as primary point of contact for CFO, professionally managing requests and queries from internal and external sources with diplomacy and judgement, ensuring timely action and resolution.
* To maintain the contracts administration processes, ensuring contracts are appropriately documented and securing approvals in accordance with financial regulations and procurement policy.
* To ensure relevant policies and procedures are maintained and updated in accordance with the policy cycle, ensuring appropriate approvals are obtained.
* Provide support for relevant Leadership meetings, co-ordinating agendas and papers, minute taking and following up on actions agreed in meetings.
* Support the Risk Management and Internal Control processes, liaising with risk owners to ensure risk registers are maintained and accurate, and co-ordinating audits.
* Assist with collating Freedom of Information requests at periods of high demand.
* To liaise with the Clerk to the Corporation and ensure effective governance arrangements are in place in relation to CFO’s area of responsibility.
* Implement a tracking system for external reporting to ensure deadlines are achieved.
* Collect, analyse, and present data, drawing meaningful conclusions for decision-making.
* Arrange and manage meeting cycles and maintain calendars for leadership team members.
* Prepare presentations, reports, and general documents.
* Ensure the quality and accuracy of documents and papers.
* Build and nurture professional relationships across various departments and external stakeholders.
* Undertake a wide range of administrative duties to ensure smooth operations.
* Regularly review and prioritize workload, which may require working extended hours to support with meeting urgent deadlines, and supporting with events such as enrolment, invigilation, open evenings as required.
* Organize and maintain office and college systems to streamline operations, collaborating within the Executive support team to maintain high quality standards.
* Ensure compliance with internal processes and contribute to their development.
* Perform other tasks as requested by the CFO.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
* Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload.
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| **PERSON SPECIFICATION** |
| **Competencies****Essential*** Managing multiple tasks and meeting tight deadlines
* Strong communication skills across all levels within the organisation and externally
* Excellent organizational skills and the ability to identify priorities within a demanding workload
* Strong interpersonal skills with the ability to develop and maintain professional relationships with internal and external stakeholders at all levels, to ensure key actions are achieved
* Collating and analysing both textual and numerical data to draw key conclusions
* Ability to remain composed and focused in high-pressure situations
* High level of discretion and a commitment to confidentiality
* Exceptional attention to detail in all tasks
* Able to co-ordinate and manage projects and events
* Highly proficient with MS Office programmes including Word, Excel, Outlook and PowerPoint and document management
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| **Knowledge & Experience****Essential** * Recent experience within a similar role providing high-level support to senior leadership
* Experience of collecting and analysing information and collating presentations
* Experience of leading and managing system/process improvements

**Desirable*** Previous experience of working within the education sector
* Previous experience of supporting senior management in Finance/Audit/Governance area
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| **Qualifications****Essential*** GCSE (or equivalent) in English and Maths

**Desirable*** Educated to degree level
* Level 2 IT qualification
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