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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. |
| **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 |
| **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 |
| **Qualifications**  **Essential**   * GCSE (or equivalent) in English and Maths   **Desirable**   * Educated to degree level * Level 2 IT qualification |