

JOB DESCRIPTION

Job Title:	Executive Assistant (Finance and Corporate Services)
Department:	Corporate Services
Contract:	Full-time, permanent (Part time hours across 5 days may also be considered)
Salary Range:	£26,715 - £30,046 p.a. (Pro rata if part time)
Salary Grade:	SS4
Report To:	Director of Finance and Corporate Services
Job Purpose:	To provide direct, comprehensive, administrative and professional support to the Director of Finance and Corporate Services to ensure the effective and efficient operations of the Finance and Corporate Services department.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Act as a confidential, Executive Assistant, using judgement and discretion in dealing with confidential information and dealing with matters of sensitivity to the University. 2. Be the first point of contact for the Director of Finance and Corporate Services office, to assess and determine priorities and refer as appropriate. 3. Prepare and co-ordinate meeting agendas and associated papers; minute taking, production and distribution of minutes, copying, collection and archiving of all necessary supporting papers. Where appropriate, taking forward any points of action. 4. Manage and co-ordinate the diary of the Director, organising meetings, appointments, and associated documentation. 5. Produce draft letters, briefings, emails, reports as required, in discussion with the Director, to shorten lead times 6. Oversee the email inbox for the Director ensuring emails are dealt with efficiently and effectively and that all collateral tasks and deadlines arising are planned into the schedule and dealt with 7. Maintaining a comprehensive filing system (both digital and paper) for formal and contractual documentation, including confidential information. 8. Create and maintain effective working relationships at all levels within the organisation and with external organisations.

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	<ol style="list-style-type: none">9. Prioritising, initiating and responding to internal and external enquiries.10. Working alongside the Director, making a significant contribution to the performance of the Finance and Corporate Services department.11. Maintaining the highest levels of security and confidentiality, and ensure the integrity of all data, systems and networks with which the post holder is involved.12. Ensure practice is in line with the requirements of the General Data Protection Regulations.13. Commit to upholding the principles of Safeguarding and the PREVENT agenda.14. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Executive Assistant (Finance and Corporate Services)	Weighted criteria
Experience:		
1	Experience in a PA/ Executive Assistant role to include diary management	X
2	Experience of working with confidential information	
3	Experience of arranging and facilitating meetings including minute taking	
4	Experience in creating and maintaining both paper and digital filing and information systems	
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Skills & Abilities:		
6	Excellent oral and written communication skills with the ability to communicate effectively and build relationships at all levels.	X
7	Proficient in the use of Microsoft Office (Word, Access, Outlook and Excel).	
8	Strong organisational skills with the ability to work accurately and to deadlines.	
9	Ability to prioritise an often conflicting workload	
10	Excellent problem solving, attention to detail and decision making skills	
Education & Qualifications:		
11	Minimum level 3 qualification in a relevant subject area (e.g. A' levels or BTEC National or advanced apprenticeship).	X
12	Maths and English qualifications at Level 2 (GCSE C/4) or equivalent	
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Training & Professional Development:		
16	Demonstrated commitment to continuous professional development and a willingness to participate in further training to support the post.	
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Other:		
21	Flexible approach to work in line with the needs of UCB.	
22	Willingness to promote UCB and its offer to potential employers and apprentices.	
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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