

### Job description

<b>Job title:</b>	<b>Executive Assistant</b>
<b>Reports to:</b>	Governance and Office Manager
<b>Salary:</b>	£20,000-£24,000 per annum
<b>Working hours and location:</b>	35 hours per week (can be flexible and open to discussion) Bradley Stoke, Bristol
<b>Overall purpose of the role:</b>	To provide general administration support across the ESE Team as well as providing support to the Governance and Office Manager and the Scientific Programmes Manager
<b>Key objectives:</b>	<ul style="list-style-type: none"> <li>• To provide high quality administration support to the ESE Team</li> <li>• To ensure that ESE remains compliant with governance best practice</li> </ul>
<b>Date:</b>	June 2019

### Responsibilities

Key responsibilities		% of time
<b>Operational</b>	<b>Supporting the effective running of the organisation through:</b> <ul style="list-style-type: none"> <li>• Scheduling and supporting meetings, as required, sending invites, preparing agendas, distributing papers and taking and circulating minutes (ensuring actions are followed up when requested)</li> <li>• Arranging travel, accommodation and meeting venues on behalf of the ESE Team (including any resources required, such as lunch, AV etc)</li> <li>• Assisting in the preparation of reports, papers, presentations etc on behalf of the ESE Team for internal and external use</li> <li>• Regularly reviewing the website and performing web updates where required using Umbraco (training will be provided)</li> <li>• General administration support including filing, scanning, post, courier, answering telephones etc</li> <li>• Liaising with suppliers, such as the Association Management provider</li> <li>• Co-ordinate collation and storage of materials, as required</li> </ul>	<b>10%</b>

	<p><b>Supporting the Governance and Office Manager and the Scientific Programmes Manager through:</b></p> <ul style="list-style-type: none"> <li>• Ensuring committee remits are kept up to date and historical records maintained</li> <li>• Assisting in the scheduling, planning and supporting committee meetings including venue and travel arrangements, sending of invites, finalisation and the distribution of agenda and papers</li> <li>• Maintaining the Declaration of Conflicts register and circulate to the responsible ESE Team member in advance of a scheduled committee meeting</li> <li>• Assisting in the compliance of organisational requirements (eg. Charity Commission, Companies House, GDPR requirements) and to maintain up-to-date records, documentation and policies</li> <li>• Assisting in the development and production of policy documents and maintaining records where relevant (eg. IT Equipment log, timesheets, holiday records as an example)</li> <li>• Assisting in the scheduling, organisation and preparation of new member inductions</li> <li>• Assisting in the effective delivery of Awards and Grants programme (including endorsement requests and European Lectures) through its administration and liaising with the Association Management supplier as appropriate</li> <li>• Assisting in the effective delivery of ESE educational meetings including administering certification of the activity, supporting the co-ordination of the logistics and activities, in liaison with the Association Management supplier as appropriate</li> <li>• Support to Working Groups/SIGs as required</li> <li>• Support to clinical and scientific projects, where directed</li> </ul>	<b>70%</b>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Maintain and reconcile expenses for the ESE Team on a monthly basis, including obtaining the internal approval signatures and providing to the Finance Team (via the Association Management provider)</li> <li>• Code invoices, check against budget, seek internal approval and provide to the Finance Team (via the Association Management provider)</li> <li>• Raise sales invoice requisitions as directed, arranging internal approval signatures and providing to the Finance Team (via the Association Management provider)</li> <li>• Assisting in the preparation of financial planning, such as budget preparation and end of year audit</li> <li>• Manage the ESE Finance inbox</li> </ul>	<b>20%</b>

## Person specification

Skills and experience	
<b>Technical skills:</b>	<ul style="list-style-type: none"><li>• Excellent working knowledge of Microsoft Office</li><li>• Strong written and verbal communication skills</li><li>• Excellent English is a requirement and a second language is desirable</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of working in an office environment working with a senior team (essential)</li><li>• Experience of arranging and coordinating meetings</li><li>• Experience of working within an organisation to support key processes (desirable)</li><li>• Experience of analysing data and producing reports (desirable)</li><li>• Experience of working for a charity (desirable)</li><li>• Knowledge of organisational compliance issues (desirable)</li></ul>
<b>Behavioural competencies:</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders</li><li>• Able to work on own initiative and as part of a team</li><li>• Meticulous attention to detail</li><li>• A highly organised individual with the ability to forward plan</li><li>• Ability to remain calm under pressure</li><li>• Excellent communication skills, written and oral</li><li>• Able to handle sensitive and confidential information</li><li>• Able to take accurate minutes, adhere to timelines and proof read</li></ul>
<b>Other relevant requirements:</b>	Willingness and ability to work occasional additional hours and weekends in the UK and abroad