

Job description

Job title:	Executive Assistant
Reports to:	Governance and Office Manager
Salary:	£22,000-£26,000 per annum
Working hours and location:	35 hours per week Office is based in Bradley Stoke, Bristol. We are currently operating two days in the office and three days remote working
Overall purpose of the role:	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
Key objectives:	<ul style="list-style-type: none"> • To provide high quality administration support to the ESE Team • To ensure that ESE remains compliant with governance best practice
Date:	March 2022

Responsibilities

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

	<p>Supporting the Governance and Office Manager and the Scientific Programmes Manager through:</p> <ul style="list-style-type: none"> • Ensuring committee remits are kept up to date and historical records maintained • 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 • Maintaining the Declaration of Conflicts register and circulate to the responsible ESE Team member in advance of a scheduled committee meeting • Assisting in the compliance of organisational requirements (eg. Charity Commission, Companies House, GDPR requirements) and to maintain up-to-date records, documentation and policies • Assisting in developing, maintaining and production of policy documents and records where relevant (eg. IT Equipment log, timesheets, holiday records as an example) • Assisting in the scheduling, organisation and preparation of new Committee member inductions • 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 • Assisting in the effective delivery of ESE educational meetings, in liaison with the Event Manager as appropriate, including the management of the Registration inbox, supporting the co-ordination of the logistics and activities, attendance at the event (if required) and administering the certification of the activity • Support to Working Groups/SIGs as required • Support to clinical and scientific projects, where directed • Responsible for management of mailboxes, such as ESE Office, ESE President and Registration and assisting with membership enquiries and the ECAS mailbox 	70%
Financial	<ul style="list-style-type: none"> • 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) • Code invoices, check against budget, seek internal approval, and provide to the Finance Team (via the Association Management provider) • Raise sales invoice requisitions as directed, arranging internal approval signatures, and providing to the 	20%

	<p>Finance Team (via the Association Management provider)</p> <ul style="list-style-type: none"> • Management of and maintaining Corporate Membership records and liaison with ESE's Business Development Team to ensure records are kept up to date and invoices raised in a timely manner • Reconcile the transaction reports for ESE events (non-congress) and providing information to the Finance Team (via the Association Management provider) on a weekly basis • Ensuring finance reports provided by the Finance Team are received and filed on a weekly basis • Assisting in the preparation of financial planning, such as budget preparation and end of year audit 	
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Person specification

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