

JOB DESCRIPTION: EXECUTIVE ADMINISTRATION ASSISTANT

REPORTS TO:	Director of Finance & Operations
DEPARTMENT:	Finance & Operations
DIRECT REPORTS:	None
HOURS OF WORK:	Full time, 37 hours per week
LOCATION:	Hybrid - Loughborough Office / Home working

KEY RELATIONSHIPS

To maintain excellent relationships with:

- AD Chief Executive.
- Director of Finance & Operations, Finance & Operations Manager & People Executive.
- Executive Leadership / Management teams.
- All AD staff.
- All other related departments and sections within AD.

SCOPE

The Executive Assistant primarily provides an effective and efficient co-ordinated and comprehensive level of support to the CEO, Director of Finance & Operations, the wider Finance team and the HR function enabling them to focus on key objectives.

The role holder will be expected to ensure accurate diary management and administrative support for the CEO, data entry / accounting for both internal and external purposes within Finance and administration support also for the HR Function.

RESPONSIBILITIES AND DUTIES – Including but not exclusively limited to:-

- Provide financial and operational support to the Finance team.
- Process and handle all data required as part of accounting and operations function.
- Liaise with other departments/stakeholders to obtain information and process data as required.
- Maintain and update internal systems with appropriate financial and wider data information.
- Assist in the processing of monthly payroll and expense transactions.
- Assist with review and implementation of financial and operational policies and procedures ensuring ISO standards are adhered to.
- Support the Director of Finance & Operations in the digital development of the administration function within the organisation, including software analysis, CRM implementation and digitalisation of records.
- Help maintain the Information Asset Registers to ensure GDPR compliance.
- Support the People Executive with regards to HR administrative activities, such as – manage the HR inbox and respond to queries, administration support with regards to recruitment process, manage key processes such as DBS's and other mandatory checks, support with induction process and monitor probationary periods.
- Provide executive level support to the CEO in relation to diary management and key pieces of work / projects from an administrative perspective.
- Provide Governance administration support including organisation of Trustee Board Meetings/Sub Committee Meetings, collation of information and distribution in line with required timelines, have

overall responsibility for obtaining and updating Trustee declaration information in line with Charity Commission guidelines.

- Contribute to audits regarding departmental procedures and to provide relevant administration support where required.
- To assist in the delivery of consistent high-quality services by fully participating with and actively supporting colleagues at Action Deafness.
- To provide cover to frontline team staff members where appropriate.
- To ensure the delivery of a professional approach and service by providing reports, attending supervision, appraisals, internal and external meetings, training and conferences when required.
- To represent Action Deafness in external forums as agreed by your line manager.
- To abide by and promote the visions and values of the organisation through the observation and implementation of all company policies.
- To undertake any other duties as reasonably required to do so.

REQUIRED SKILLS

Essential:

- Ability to use own initiative.
- Able to manage tasks and activities without prompt or supervision.
- Excellent organisational and multitasking abilities with flexibility and adaptability.
- Outstanding communication and teamworking skills.
- Strong time management skills.
- Strong ethics with the ability to manage confidential data.
- Strong administration skills.
- Strong attention to detail.
- Previous experience of Finance related activities.
- Previous experience of providing support at an executive level.
- Proficient in Microsoft 365 and associated applications.

Desirable:

- Excellent analytical and numerical skills.

REQUIRED COMPETENCIES

Core Competences	Outcomes
<p>Self-Awareness and Management</p> <p><i>Definition: Self-awareness is an understanding of your own emotions and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding</i></p>	<ul style="list-style-type: none"> • Understand the need to be strong and positive in the face of adversity but also recognise areas of one's own weaknesses and when to seek guidance and support. • Seek feedback and consider it carefully. • Look for appropriate opportunities to improve areas of weakness. • Manage emotions so as to minimise negative impact on others. • Consider approach at meetings to suit needs of others, rather than own preferences. • Demonstrate critical reflections of own practice and behaviour by regularly seeking feedback from peers and managers.

<p><i>your own strengths and limitations.</i></p>	<ul style="list-style-type: none"> Highly self-motivated and able to work under own initiative and direction, as well as under guidance, to achieve stated objectives within the necessary timescales.
<p>Leadership and Management <i>Definition: Leading, encouraging, inspiring and supporting others to develop confidence and capability to help them realise their full potential. Managing resources and holding others accountable.</i></p>	<ul style="list-style-type: none"> Communicate and gain stakeholder commitment to AD's vision in accordance with the corporate strategy. Provide positive leadership traits and able to inspire and influence stakeholders. Demonstrate personal integrity whilst dealing with colleagues and stakeholders. Able to actively listen and influence others. Continuously seek and/or encourage others to seek opportunities for different and innovative approaches to addressing organisational problems and opportunities. Ensures Health and Safety guidelines are adhered to, to mitigate risk.
<p>Relationship Building and Team Working <i>Definition: Building bonds with others to work collaboratively across organisational boundaries and using these to persuade or gain support to achieve positive outcomes and goals for Action Deafness.</i></p>	<ul style="list-style-type: none"> Demonstrate collaborative team working through integrity and behaviours. Demonstrate positive and constructive collaboration between colleagues to contribute towards a positive team-working environment. Identify relationships that are not strong, meet the individual(s) concerned to establish why and initiate actions to build and enhance the relationship(s). Challenge others with respect and courtesy. Create new opportunities for individuals to work together, break down barriers that may get in the way of effective team working. Challenges others to do the same.
<p>Innovation and Flexibility <i>Definition: The ability to formulate new ideas or to adapt or use existing ideas in a new or unexpected way to solve problems, and to think ahead to spot or create opportunities and maximise them.</i></p>	<ul style="list-style-type: none"> Is innovative, proactive and solution-minded. Is prepared to consider changes to own practices. Responds to new ideas by discussing why they might work instead of telling others why they won't work. Is willing to investigate options in depth, even when they are the ideas of others. Works in a flexible and agile manner to meet the needs of members, clubs, coaches, volunteers, officials and colleagues.

ADDITIONAL INFORMATION

- The post holder must maintain the appropriate standard of confidentiality and comply with Action Deafness's Rules, Policies and Procedures.
- Personal circumstances must allow the candidate to work extended hours on occasions during times of peak activity including evenings and weekends.
- This Job Description may be subject to change at the discretion of Action Deafness and in accordance with business developments. Any changes will be communicated to and consulted with the post holder appropriately.

REQUIRED QUALIFICATIONS

- The post may be subject to an acceptable DBS disclosure.