**Role Description & Person Profile**

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| Job title: | **Personal Assistant to CFO & CIO** |
| Reports to: | CFO |
| Location: | Peterborough / Hybrid working |
| Direct & Indirect Reports: | None |
| **Role Overview:** | Responsible for providing high level comprehensive administrative and operational support to senior leaders, enabling them to focus on strategic priorities. This role requires a resourceful and proactive professional with exceptional organisational skills, interpersonal and communication skills. The ability to handle confidential information is of the upmost importance. In your role, you will ensure smooth communication and coordination. |
| **Key Responsibilities:**  | **Administrative Support:*** Proactively manage calendars, including forward planning and pre-empting situations, scheduling meetings, appointments, and travel arrangements to allow for flexibility and minimal impact to senior leaders.
* Act as a gate keeper to the senior leader’s diaries, with regards to prioritising as above.
* Support with prioritising and coordinating the leader's daily activities and tasks.
* Arrange meetings, prepare agendas, take minutes, and follow up on action items.
* Administration of recognition programmes.
* May be called upon to provide support to the CEO’s office as needed, including covering for the CEO’s EA (when on leave).

**Travel and Logistics:*** Organise and coordinate domestic and international travel, including flights, accommodations, ground transportation, and itineraries.
* Organise any required visas for travel.
* Prepare and manage travel expense reports, ensuring timely submission and reconciliation.
* Manage credit card process for senior leaders ensuring smooth liaison with Finance.

**Project Management:*** Assist in managing various one-off projects individually or as part of a team, ensuring timelines are met and deliverables are achieved.
* Assists with compiling of information, along with drafting of presentations.

**Liaison & Communication:*** Maintain relationships with key stakeholders, clients, and partners by facilitating communication and ensuring follow-up on discussions.
* Manage confidential and sensitive information with discretion.

**Event and Meeting Coordination:*** Plan, organise and coordinate for onsite and offsite meetings, events, and conferences.
* Ensure all logistics, technology, and materials for meetings and events are in place and running smoothly.
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| Budget Responsibility: | None  |

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| **Person Profile/Knowledge** Experience, any formal qualifications and necessary keys areas of knowledge or experience. |
| **Essential** | **Desirable** |
| * Extensive experience as a PA supporting senior leaders
* Excellent literacy, communication and organisational skills
* Excellent MS Office knowledge (Advanced Word, Excel, Powerpoint and Outlook)
* Extremely professional, discrete, reliable and trustworthy
* Excellent inter-personal skills with a customer-focused attitude, experience of communicating with people professionally at all levels
* Ability to build and maintain relationships
* Thorough attention to detail with focus on delivery to tight deadlines
* Strong time management skills with the ability to manage workload effectively in a fast-paced environment.
* Ability to think critically, anticipate needs, and handle problems proactively with sound judgement.
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| **Key Behaviours** | * Able to perform tasks in a timeframe that is responsive and assertive whilst maintaining quality of execution and attention to detail in order to ensure excellence at speed.
* Maintain a positive, open-minded and thoughtful approach when interacting with or challenging others.
* Proven track record with the ability to manage multiple demands in a high performance environment, displaying a positive ‘can do’ attitude across a range of stakeholders.
* A calm, composed persona at all times, instilling confidence in others.
* Protect and enhance the reputation of the company at all times, adhering to company policies, showing due consideration for all whilst promoting best practice or improvements to processes.
* Comfortable with ambiguity and changing priorities.
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| **Other Factors**Travel, shift pattern, working hours, Licence type etc. | * Ability to work flexibly as required to achieve the business objectives.
* Some travel may be required in line with the needs of the business
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