
JOB DESCRIPTION

Job Title	EA / PA to the Group CFO, Tax Director of Finance, Commercial & Director of Tax
Department / Code	Finance / SFI
Responsible To	Group CFO

Main Duties and Responsibilities

- Ensure all communications and correspondence are properly recorded and acted upon.
- Manage the flow of correspondence, including email, papers and documents through the office.
- Manage diaries and efficiently schedule meetings both internally and externally.
- Screen phone calls, enquiries and requests, and handling them when appropriate
- Assist in the preparation of letters, reports and other documents as required
- Minute taking and distribution
- Raise Purchase Orders and track invoices, administering the Tax budget tracker
- Administer, coordinate and submit expense claim forms and credit card paperwork in a timely manner
- Coordinate travel arrangements with the Travel department; to include visa applications
- Efficiently carry out any regular or ad hoc administrative duties for Directors and the wider Tax, Internal Audit and Commercial Finance teams
- Identify and anticipate the Directors' administrative requirements and requirements in general
- Maintain a strong working relationship with other relevant departments and liaise with other staff members on behalf of executive level management with the confidence to engage with senior employees
- Be a point of contact for employees regarding finance admin queries, including assisting with expense claims, invoices, raising POs etc.
- Work collaboratively with the EAs to the CEO and General Counsel to efficiently support executive management
- Maintain relationships with all department PAs, providing guidance where applicable
- Communicate effectively with all stakeholders
- Complete all mandatory training within specified timelines.
- Operate safely at all times in line with Company health and safety requirements.

Person Specification

Key skills, experience and qualifications

- Computer literacy is essential (Advanced MS Office skills)
- Strong administrative skills
- Highly organised, accurate, efficient with the ability to effectively multi-task and prioritise
- Ability to be proactive and use initiative at all times
- Ability to effectively interact and communicate with a wide range of people and personalities, including external suppliers and third parties
- Minute taking
- Exposure to high profile business people
- Ability to work unsupervised and to efficiently manage and prioritise your own workload whilst maintaining deadlines

Competencies and qualities required

- Is open to challenges and is positive in taking on new tasks.
- Builds effective internal and external peer group relationships.
- Enthusiastic, energetic and willing.
- Demonstrates an ability and desire to deliver excellent results.
- Flexible & adaptable
- Calm and professional
- High level of integrity and ability to maintain confidentiality
- Loyal
- A positive can-do attitude with the ability to take ownership and responsibility
- Ability to work through peaks and troughs of varying workloads

TM