

Job description

Role:	Administrative Assistant (Team Coordinator), ISSB
Reports to:	Executive Coordinator (team head, based in London)
Location:	Frankfurt, Germany
Job purpose:	To provide administrative support to ISSB Members and to event manage ISSB meetings.

Background

The IFRS Foundation, the oversight body of the London-based International Accounting Standards Board (IASB) and of the International Sustainability Standards Board (ISSB), is opening an office in Frankfurt to act as the base of the ISSB Chair and Vice-Chair, to support the establishment of a global footprint for the Foundation, and to promote the work of the ISSB in conjunction with offices in Montreal, San Francisco and Asia.

This is a crucial role in establishing and running the office in Frankfurt. In that respect, this could be seen as a bit of a start-up mentality (with some people moving to Frankfurt and other people being recruited), the aim is to get the number of people being based there to 23 at the end of 2022. This role will support the ISSB Members and ISSB meetings which will happen in various locations each month, starting from Jul 2022.

Principal accountabilities

- Provide administrative support to a team of up to 12 Board Members who will be based in Frankfurt or who will travel there (and to other locations) regularly
 - Diary management across multiple time zones.
 - Providing great customer service and acting as a main point of contact for any enquires from Board members or other colleagues/senior stakeholders based in other locations.
 - Manage extensive, detailed and frequently changing national and international travel arrangements, including:
 - Itinerary planning.
 - Booking transport and accommodation, applying the Foundation's travel policy.
 - Securing visas and other travel documentation. Completing any visa related or other documents as required on behalf of Board members
 - Gather and maintain information relating to the whereabouts of Board Members for planning and record keeping, sharing with other departments as appropriate.
 - Circulating documents and managing files/records in line with the Foundation's IT policies and procedures.
 - Processing expenses and credit card reconciliations.
- Meeting and event management:

- Managing the schedule of public ISSB meetings and other meetings and events, often with multiple internal and external participants internationally, requiring regular liaison with internal and external counterparts to co-ordinate availability.
- Managing meeting/event logistics, including:
 - Organising venues/meeting rooms.
 - Working with the IT support team to coordinate meeting access and broadcast technology requirements.
 - Drafting agendas.
 - Compiling and distributing meeting materials.
 - Assisting with the registration of meeting participants/observers.
 - On-site meeting/events assistance
- Act as the primary point of contact for requests for ISSB Members from both internal staff (e.g. other support staff, senior management and Trustees) and external stakeholders (e.g. officials from government, senior figures from regulatory, accounting and other international bodies), including:
 - Fielding calls and correspondence.
 - Accurately relaying messages.
 - Responding to queries and requests appropriately.
- Support other administrative staff with tasks and projects and tasks as required.

Required skills and experience

- Previous experience of supporting a senior team in an international environment and managing complex and frequently changing travel and meeting arrangements across time zones is essential.
- Excellent organisational and administrative skills, combined with a high level of attention to detail and accuracy.
- Ability to work collegially with others and effectively engage with staff and stakeholders at all levels, both in-person and remotely.
- High level of autonomy and resourcefulness and strong problem-solving skills.
- Ability to work flexibly, remain composed under pressure, respond to changes and conflicting demands constructively and prioritise work appropriately.
- Excellent oral and written English language skills; ability to draft clear, succinct and appropriate correspondence and documents.
- Proficiency in MS Office (Outlook, Word, Excel, and PowerPoint) is required.