

## **IFRS Foundation**

### **Job description – Executive Assistant to the Executive Director (Maternity Cover)**

Reports to: Trustee Relationship Manager

Based: London

Duration: Maternity Cover

Job Purpose: To support the Executive Director in the management of the Foundation's operation and the development of organisational policy and strategy.

### **Principal accountabilities**

#### **1. Executive Director Support**

- Extensive inbox and calendar management; prioritise inquiries and requests while troubleshooting conflicts and exercising tact; make judgements and recommendations to ensure smooth day-to-day engagements.
- Co-ordinating detailed and frequently changing national and international travel arrangements, including itinerary planning, securing visas and other travel documentation, making car/rail/flight/hotel bookings.
- Acting as the primary point of contact for internal staff and external organisations - fielding calls, responding to queries and requests, and accurately relaying messages.
- Liaising with internal staff (eg other support staff, senior management and Trustees) and external stakeholders at all levels (eg officials from government, senior figures from regulators, the accounting profession and other international bodies).
- Managing logistics for meetings, conference calls and video conferences.
  - Co-ordinating preparation and travel arrangements for events e.g., speaker engagements.
- Dealing with all administration:
  - Managing correspondence and drafting responses as required.
  - Document management.
  - Controlling all signatory requests.
  - Processing expenses and credit card reconciliations.

#### **2. Chair of Trustees Support**

- Acting as the primary point of contact for internal staff and external organisations - fielding calls, responding to queries and requests, and accurately relaying messages.
- Co-ordinating detailed and frequently changing national and international travel arrangements, including itinerary planning, securing visas and other travel documentation, making car/rail/flight/hotel bookings.
- Dealing with all administration:
  - Managing correspondence and drafting responses as required.
  - Document management.
  - Controlling all signatory requests.
  - Processing expenses and credit card reconciliations.

3. Other ad hoc administrative and project duties as required including, but not limited to:
  - Management of the IASB and ISSB transparency registers.
  - Supporting the work of the Trustee Committees and other working or advisory groups that may be established to facilitate the work of the Executive Director and the Trustees.
  - Working with Executive Coordinators across the organisation to ensure appropriate cover during periods of annual leave and to provide support during periods of high workload.

### **Skills and attributes**

- Ability and confidence to represent the Executive Director and the Chair of Trustees and to engage with individuals at all levels on their behalf.
- Excellent communication skills and ability to work collegially with others.
- High level of English language oral and writing skills and the ability to draft succinctly.
- Ability to anticipate and co-ordinate complex, and sometimes changing, travel and meeting arrangements across time zones.
- Ability to analyse and to think strategically about complex issues and to quickly understand new information.
- Good judgement and ability to work efficiently and autonomously, whilst remaining alert to the need to consult with and update senior staff as appropriate.
- High level of attention to detail and excellent organisational and administrative skills.
- Ability to remain composed under pressure, to respond to conflicting demands on an urgent and ad-hoc basis, and to prioritise workload appropriately.
- High degree of integrity and professionalism; ability to handle confidential and politically sensitive issues in a discrete and diplomatic manner.

### **Qualifications and experience**

- Previous experience in an Executive Assistant or policy support position, ideally working with senior representatives within government, regulation or the financial sector.
- Previous experience in co-ordinating complex travel and meeting arrangements across time zones.
- Previous exposure to confidential and politically sensitive issues, and the ability to handle them sensitively and discreetly.
- Proficiency in MS Office Suite.