

## **Job description**

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| Role:        | Executive Assistant to the ISSB Vice-Chair   |
| Reports to:  | ISSB Vice-Chair  |
| Location:    | Frankfurt, Germany   |
| Job purpose: | To provide high quality and proactive administrative support to the ISSB Vice-Chair. |

## **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.

## **Principal accountabilities**

- Act as the primary point of contact for requests for the Vice-Chair from both internal staff (eg other support staff, senior management and Trustees) and external stakeholders (eg 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.
  - Working with other departments to coordinate and document speaking engagements.
- Provide administrative support to the ISSB Vice-Chair (and other staff as required), including:
  - Extensive, complex diary management across multiple time zones.
  - Scheduling a range of 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 meeting technology access, organising venues/meeting rooms, drafting agendas and compiling and distributing meeting materials.
  - Managing incoming emails, post and correspondence and drafting appropriate responses.
  - Compiling, producing and circulating documents and managing files/records in line with the Foundation's IT policies and procedures.
  - Processing expenses and credit card reconciliations.
- 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.
- Support other administrative staff with tasks and projects as required.

### **Required skills and experience**

- Previous experience of supporting a senior-level executive 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.
- High level of integrity and professionalism; ability to handle confidential or sensitive matters with discretion and to exercise judgement to determine the appropriate course of action, referral or response.
- Proficiency in MS Office (Outlook, Word, Excel, and PowerPoint) is required.