

## **Job description**

Role: Team Coordinator (support for Integration Director and projects)

Reports to: Trustee Relationship Manager

Location: Canary Wharf, London

Job purpose: To provide administrative and project support to the Integration Director.

Project support on the multi-location establishment of the ISSB and ensuring its operations are effectively integrated into the IFRS Foundation.

## **Background**

The IFRS Foundation is a not-for-profit, public interest organisation established to develop high-quality, understandable, enforceable and globally accepted accounting and sustainability disclosure standards—IFRS Standards—and to promote and facilitate adoption of the standards. Our Standards are developed by our two standard-setting boards, the International Accounting Standards Board (IASB) and the newly created International Sustainability Standards Board (ISSB).

The IFRS Foundation is opening offices in Frankfurt, Montreal, San Francisco and Asia to support the establishment of a global footprint for the Foundation, and to promote the work of the ISSB. The Integration Director is leading the work to establish the ISSB in these locations and ensure the operations are effectively integrated into the work of the IFRS Foundation.

## **Principal accountabilities**

- Provide administrative support to the Integration Director.
  - Diary management across multiple time zones.
  - 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.
  - Circulate documents and manage files/records in line with the Foundation's IT policies and procedures.
  - Process expenses and credit card reconciliations.
- Act as the primary point of contact for the Integration Director 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, and drafting correspondence as required.
  - Accurately relaying messages.
  - Responding to queries and requests appropriately.
- Schedule a range of meetings and events requiring:
  - Regular liaison with multiple internal and external counterparts internationally to co-ordinate availability and update diaries.
  - Booking meeting rooms.

- Managing AV equipment/access.
- Preparing documents, drafting agendas and minute taking as required.
- Provide support to a range of projects to establish new processes for the ISSB and its offices, including:
  - Setting up appropriate document management systems.
  - Developing project plans, and tracking and following up on actions.
  - Working with project managers to undertake project work, as required.
  - Liaising with colleagues across all locations to operationalise new systems and processes.
- Working with administrative colleagues across the organisation to ensure appropriate cover during periods of annual leave and to provide support during periods of high workload.

### **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.