

## **Job description**

Role:	Team Coordinator (support for Operations Leadership and IFRS Advisory Council)
Reports to:	Trustee Relationship Manager
Location:	Canary Wharf, London
Job purpose:	To provide administrative support, including travel and diary management, to 11 members of the Operations Leadership Team (OLT).  Provide administrative support to IFRS Advisory Council.

## **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 has offices in London, Frankfurt, Montreal, San Francisco and Tokyo. The Operations Leadership Team is responsible for delivering the functions that are essential to the effective operations of the organisation, including the IASB and the ISSB, across these locations. These functions include HR, finance, legal and compliance, IT, governance and communications.

## **Principal accountabilities**

### **Support to the Operations Leadership Team:**

- Provide administrative support to individual members of the Operations Leadership Team:
  - 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.
- 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.
- Establish processes and systems to support the OLT as a whole including developing systems for information sharing and communications, developing agendas for OLT meetings and tracking and following up on actions, as required.
- Undertake ad hoc projects as and when required.

### **Support to the IFRS Advisory Council:**

- Provide high-quality administrative support for half-yearly, in-person external meetings, as well as ad hoc virtual meetings, as required, including:
  - External event liaison including organising the meeting room set-up, AV and dinner arrangements.
  - Manage the delegation registration process.
  - Distributing event documentation and materials internally and externally.
  - Manage preparations for the meeting including developing seating plans and name badges and sending out calendar invitations and dial in details to internal staff/board members, AC members and any external speakers.
  - Attend the meeting on both days to ensure efficient delivery of the meeting.
  - Post-meeting follow up including the creation and distribution of meeting evaluation forms.
- General administrative support to the Advisory Council Chair and its members including:
  - Act as the primary point of contact for the Advisory Council members and their staff.
  - Maintaining and updating the contact database and other administrative systems.
  - Coordinating welcome packs and inductions for new members, and coordinating thank you letters for departing members.

### **Other**

- 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**

- Demonstrable experience organising large-scale meetings and/ or events.
- Previous experience of 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.