

fidelius.



Executive Assistant

## Executive Assistant

<b>Function</b>	Group
<b>Reports to</b>	Senior Executive Assistant
<b>Line Reports</b>	None
<b>Purpose of Role</b>	To provide comprehensive, timely and accurate support to one or more Senior Executives. You will have a focus on providing an efficient and responsive administrative service, regularly liaising with heads of departments as well as external clients and stakeholders.

## Key responsibilities

### 1. Executive Support

- Organise and maintain the diaries, attending regular meetings to discuss priorities.
- Manage all diary requirements for the Executives(s) for internal and external meetings.
- Manage all business travel arrangements and accommodation requirements for the Executives(s) and for the wider business when required.
- Produce documents and management information on behalf of the Executives(s).
- Manage expenses for the Executives(s) utilising the Company online system.
- Build strong relationships with other Executive Assistants across the business, sharing practices and efficient ways of working, as well as providing sufficient support where needed.

### 2. Meeting Management

- Arrange all meetings including but not limited to; Team meetings, meetings with external parties, regular 1:1 and appraisal meetings, and any other meetings as appropriate.
- Build strong relationships with various internal and external stakeholders across the business, to order to achieve the above.
- Ensure the Executive(s) are briefed and prepared for all engagements, travel and meetings in advance.
- Circulate any papers required for the meetings in advance.
- Ensure all meeting minutes and action points are recorded accurately and circulated to the appropriate individuals in a timely manner.
- Any other tasks or activities as and when required.

### 3. Project Work

- Provide support to the Executive(s) with companywide projects in line with the Company strategy.
- Produce project plans in conjunction with the Executive(s), as and when required.
- Maintain project plans and assist the Executive(s) in tracking ongoing achievement of plans, recording key milestones.
- Liaise with task owners on an ongoing basis to obtain status reports.

**4. Compliance**

- Comply with compliance procedures, TCF, Data Protection and FCA Regulations always to ensure regulatory requirements and company policies are not breached.

**Knowledge, Skills and Competencies**

- Full time role – open to flexible working hours dependent on the needs of the role.
- Will require some travel to all offices around the country.
- Experience in an Executive Support or Assistant role (for a Senior Manager or Director within the Financial Services would be desirable).
- Experience of working in an environment with significant change.
- Good working knowledge and experience of using Microsoft Office products including Word, Excel, Outlook and PowerPoint.
- Experience of delivering accurate, relevant and timely information.
- Experience in an Executive Support or Assistant role, within a fast paced, client facing environment.
- Experience of managing diaries and data entry.
- Experience of providing support to and communicating with colleagues across the business.

## Our Ways of Working

### Accountable

- Takes ownership and accountability for their actions and tasks.
- Steps outside of comfort zone to learn and develop.
- Organised and efficient, manages their own time effectively and prioritises to maximise productivity.
- Keeps promises and delivers what they say they will.

### Collaborative

- Is inclusive, respectful and supportive of others.
- Listens and takes on-board the views of others.
- Communicates in a timely and effective manner for the best outcomes.
- Shares knowledge and experiences to improve results.

### Inquisitive

- Seeks opportunities to create efficiency and improve ways of working.
- Appropriately challenges ways of working.
- Willing to understand different ways of working in different teams.
- Confidently and constructively questions processes.

### Transparent

- Honest and trustworthy, treating everyone with respect.
- Straightforward with communication.
- Clear and concise with others at all times.

### Aware

- Is aware of the impact of their own actions, styles and behaviours on others.
- Gives support, praise and feedback to others in a constructive manner and receives feedback or challenge graciously and with an open mind.
- Reflects on feedback received to develop themselves.

### Adaptable

- Embraces and positively endorses change, finding ways to support the situation.
- Demonstrates flexibility where priorities or deliverables need to change and takes responsibility for continuous review.
- Adopts a flexible approach to projects, tasks and others.

### Determined

- Has a can-do attitude.
- Takes responsibility for their own development.
- Copes effectively under pressure.
- Delivers on promises, expectations, roles and responsibilities



**0345 241 6500 | [enquiries@fideli.us.co.uk](mailto:enquiries@fideli.us.co.uk) | [fideli.us.co.uk](http://fideli.us.co.uk)**

Fideli.us Ltd is authorised and regulated by the Financial Conduct Authority. Our FCA reference is 188615. Registered No. 03658809 ENGLAND. Registered Office: No.1 Bath Quays, 1 Foundry Lane, Bath BA2 3GZ

No.1 Bath Quays  
1 Foundry Lane  
Bath,  
BA2 3GZ

4<sup>th</sup> Floor  
Greenwood House  
91-99 New London Road  
Chelmsford, CM2 0PP

Unit 1141  
Regent Court  
Gloucester Business Park  
Gloucester, GL3 4AD

Pure Offices  
Lake View Drive  
Sherwood Park  
Nottingham, NG15 0DT