

THE ROYAL AIR FORCE BENEVOLENT FUND

JOB PROFILE			
Role:	EA to Director of Finance	Date profile last reviewed:	November 2018
Name:		Reports to: DFIN	
<p>MAIN SUMMARY OF ROLE:</p> <ol style="list-style-type: none"> 1. To provide professional support on all administration matters relating to the activities of Director Finance (DFIN) and the Finance team and covering for other Executive Assistants supporting the Senior Management Team, if required. 2. Exercise the high level of discretion necessary in a role that supports a member of the Fund's Senior Management Team. 			
KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Assist with prioritising the Director's workload so that all tasks are carried out promptly in order to meet given deadlines. 2. Organise Finance committee and other meetings including preparing agendas, taking minutes, circulating action notes, and monitoring the execution of agreed actions. 3. Collate, proof read and distribute papers and reports for submission to the Board of Trustees, Committees and Senior Management Team as required by DFIN. 4. Proactively support DFIN in managing communication with the Chair and Trustees on the Finance committee. 5. Co-ordinate the administration of key projects that DFIN is responsible for to ensure that activities are completed as scheduled and issues are identified and escalated promptly. 6. On behalf of DFIN and the team, engage with investment managers, the auditor, the bank and other key third parties including providing secretarial assistance. 7. Provide administrative support to the Finance team as directed by DFIN, to help the team deliver its business plan objectives. 8. Ensure the timely and accurate transmission of information which directly or indirectly affects DFIN's ability to effectively discharge their role. 9. Pro-actively manage DFIN's diary to include: setting up meetings; making travel arrangements and managing expense claims. 10. Manage and action correspondence and telephone calls relating to the day-to-day responsibilities of DFIN and be a point of contact for enquiries directed at DFIN. 11. Gain an understanding of processes and systems used by the Finance team. 12. Cover for other EA's if required. 13. Undertake other duties as designated appropriate to the role and business needs within the capability and competency of the post holder. 			

COMPETENCIES REQUIRED FOR THE ROLE

Deciding & Initiating Action
 Presenting & Communicating Information
 Writing & Reporting
 Planning & Organising
 Delivering Results & Meeting Customer Expectations
 Adapting & Responding to Change
 Coping with Pressures & Set-Backs
 Achieving Personal Work Goals & Objectives
 Working with People

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

4. Academic/Professional Qualification(s) or equivalent:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Educated to A Level Standard or equivalent. 	APA or similar professional body qualification. ECDL.

5. Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Proven ability as a Executive Assistant to a senior executive. 	<ul style="list-style-type: none"> Experience of the charity sector. Experience of financial responsibility within the charity sector. Experience of fundraising or comms responsibilities within the charity sector. Experience of working alongside and understanding the RAF.

6. Skills/Abilities:

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> Ability to prioritise workload. Excellent keyboard skills. Minute taking skills. High degree of IT literacy; Microsoft Office Word (Advanced), Excel (Intermediate), Outlook and PowerPoint (Intermediate). Familiar with IT hardware in order to set up tele-conferences, AV and visitors' access to Fund network. Excellent communicator (written, verbal, interpersonal and listening) Capacity to act on own initiative. A flexible approach to work, colleagues and change initiatives. Willingness to work collaboratively with other secretarial colleagues. An approachable, confident, discreet, diplomatic team worker. 	<ul style="list-style-type: none"> Familiarity with use of computer databases. Able to influence senior visitors to the Fund in a positive light, including corporate guests and beneficiaries.

Other Requirements:

- Travel to other Fund and UK locations (as appropriate).
- Occasional evening and weekend work in support of events

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: