



ROLE PROFILE: EXECUTIVE ASSISTANT

Location:	London and working from home
Responsible to:	Operations Director
Status:	Temporary six month contract with the potential to extend. Immediate start.
Contracted by:	Institute of Chartered Accountants for England and Wales (ICAEW), seconded to the Natural Capital Coalition
Payment:	£27,000 - £30,000 per annum pro rata dependent on experience

The Organization:

The Natural Capital Coalition is a project of the Institute of Chartered Accountants in England and Wales (ICAEW) and is a unique global multi-stakeholder collaboration that brings together leading initiatives and organizations to harmonize approaches to natural capital. The direct team who run the Coalition are small in number, but there is a large global network of organizations who form the Coalition. The direct team is hosted by ICAEW in central London.

The role:

We are looking for a dedicated Executive Assistant to join the team (seven including the assistant), providing support including coordination, scheduling and financial processes. This role offers a great opportunity to work for a fast moving, innovative, leading edge organization and to create a strong global profile.

Responsibilities and Activities:

- Managing the diary, appointments and travel arrangements for the Executive Director and supporting him in effectively carrying out his duties.
- Supporting the Operations Director in the efficient running of the Coalition, including amongst other duties, collecting and collating materials for the monthly board report.
- Supporting the financial management of the Coalition with responsibility for raising purchase orders and invoices, ensuring invoices are paid on time, being the Coalition's key contact with the ICAEW finance team, and appropriate document filing;
- Providing support for the rest of the team as and when required, including booking travel in liaison with the ICAEW travel company.
- Arranging and coordinating meetings, including conference calls, for the Coalition Board and other Coalition projects as required;



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- Supporting the organization of workshops, events and stakeholder consultation processes, including being first port of call for requests and information;
- Maintaining records, address-lists, contacts, information archive and management of the Coalition mail box;
- Taking minutes for meetings and producing notes for approval;
- Other ad hoc tasks as agreed with the Executive Director or Operations Director.

Skills and expertise:

- Previous experience as a Personal / Executive assistant, ideally with some finance knowledge;
- Excellent planning and time management skills;
- Ability to multitask and prioritize daily workload;
- Intuitive and self-sufficient - able to manage your own time;
- A multitasker who is willing to get involved with all aspects of the Coalition;
- High level of attention to detail and accuracy;
- High level verbal and written communications skills;
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite;
- Eligible to work in the UK

Interested?

Please send your CV and short cover letter to hrapplications@icaew.com Closing date for applications 16th November 2017.