**HERON & BREARLEY**

**CENTRAL SERVICES**

**CORPORATE PERSONAL ASSISTANT**

**ROLE PROFILE**

**JOB FAMILY: HR CODE:**

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| **STRUCTURE** | **LINE MANAGEMENT RESPONSIBILITIES** |
| This role is located at Head Office and forms part of the Finance Team reporting to the Finance Director.  | N/A |

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| **MISSION & PURPOSE** |
| To assist and provide administrative support to the Finance Director and other executive and non-executive directors of the Heron & Brearley Group Board with all applicable corporate matters in a highly professional, well organised and timely manner.  |

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| **KEY RESPONSIBILITIES & DELIVERABLES** |
| * **Typical responsibilities include, but is not limited to, the following:**
* Completion and co-ordination of all H&B Board associated paperwork and correspondence;
* Planning & organising meetings and events;
* Preparing meeting rooms;
* Meeting & greeting visitors;
* Distributing stakeholder correspondence accurately and within agreed deadlines;
* Diary management;
* Organising travel, accommodation and agendas;
* Typing documents and collating financial reports;
* Fielding calls, emails & post;
* Conducting research as and when required;
* Taking action points & writing minutes;
* Preparing presentations;
* Proof reading & formatting documents;
* Managing & reviewing filing systems;
* Assisting with financial year end and associated tasks;
* Assisting with Group Insurance requirements and associated tasks;
* Collate & update relevant data as and when required;
* Running business errands as and when required;
* Liaising with internal and external stakeholders;
* Managing ad-hoc projects.
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| **SKILLS COMPLEXITY AND CREATIVITY** | **Essential** | **Desirable** |
| A high degree of personal integrity, discretion and respect for confidentiality | ● |  |
| Ability to research, digest, analyse and present material clearly & concisely, translating business requirements into the delivery of high effective solutions;  | ● |  |
| Ability to deal with all work matters professionally and confidentially, exercising a high level of discretion, independence, and judgement when completing responsibilities and when dealing with executive and non-executive directors, senior management, employees and the general public; | ● |  |
| Able to lead by example, confident and articulate with a high attention to detail; | ● |  |
| Possess excellent verbal communication skills (verbal and written); able to influence or persuade others to gain acceptance, agreement or commitment to ideas and approaches; | ● |  |
| Able to multi-task and manage a variety of high volume activities in a high-pressure often reactive environment, and deliver on converging and simultaneously occurring deadlines; | ● |  |
| Possess a high level of self-awareness, tact and diplomacy; understand own and others strengths and development areas and utilises them accordingly; Unique ability to anticipate needs and proactively take action/make suggestions. | ● |  |
| A self-starter, with excellent analytical skills. Well organised, able to effectively prioritise, with ability to work under pressure with minimum supervision; | ● |  |
| A strong sense of urgency, initiative and drive to get things done with a; “right for first time, every time” mindset, and emphasis on working with people in the process; | ● |  |
| Able to establish and maintain positive working relations internally and externally to achieve strategic goals and objectives; | ● |  |
| Able to step outside normal job description as required and be comfortable doing this to deliver the required service to the business; | ● |  |
| The holder of a full clean IoM/UK driving licence. |  | ● |

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| **EXPERIENCE, EDUCATION, TYPICALLY** | **Essential** | **Desirable** |
| Recognised qualification within the UK Govt Education Framework Level 4, 5 or 6; |  | ● |
| 2-3 years’ work experience in an administrative corporate PA support role in a service-orientated environment;  | ● |  |
| Experience of letter writing and proof reading extensive corporate reports and documentation; |  | ● |
| Experience of taking collating Board Meeting agenda “packs” and taking meeting minutes; | ● |  |
| Excellent Proficiency in the Microsoft Office (Excel, Word & Outlook & PowerPoint) products (ideally with some advanced Word user knowledge). | ● |  |

The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All Heron & Brearley people are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of the Company and to add value.

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| **Date prepared:** |  |
| **Agreed by:** | **Incumbent**  | **Manager** |
| **Review date:** |  |