

Executive Assistant – Finance Directorate

Position Description

Directorate	Finance
Reports to:	Chief Financial Officer
Direct reports:	Nil
Location:	Lewisham Hub
Primary position objective:	Provide executive assistance to Executive Director, Finance

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Finance directorate. The teams within the directorate and their functions are:

Finance and Accounting: this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

Group Financial Planning and Analysis: this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

Information and Communication Technology: this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

Property and Facilities: this team is responsible for state-wide property management and facilities management

Procurement and Fleet: this team is responsible for procurement and fleet.

Payroll: this team is responsible for organisation wide payroll.

Accountabilities and responsibilities

The Executive Assistant will:

- Provide support to the Chief Financial Officer, including diary management, email management, travel, document management and general administrative support.
- Schedule and coordinate internal and external meetings; respond to meeting requests, ensuring the most efficient use of time for the Chief Financial Officer.
- Effectively coordinate and follow-through of the activities and commitments of the Chief Financial Officer including the production of an annual calendar of key dates.
- Provide general administrative assistance to the Finance team, including administration of meetings and administration of organisational policy processes.
- Provide support for the Audit and Finance Committee meetings including but not limited to booking meeting venue and/or establishing appropriate communication linkages; catering; coordination and uploading of papers; minute taking; and support at the meeting to handle any other matters to ensure meetings run efficiently and effectively.
- Provide administrative support and minutes taking for other meeting groups such as National Technology Group; Property Operation Meetings; and any others nominated by the Executive Directors
- Assist with the management of the Finance directorate's document management system ensuring that all finance and corporate services meeting documents, correspondence and other documents are appropriately filed.
- Manage the expenses of the Chief Financial Officer.
- Manage and oversee projects as directed by the Executive Directors, including the development of plans for such projects based on desired outcomes and approved budgets.
- Support the Executive Directors to monitor the progress of teams to achieve performance indicators and targets agreed by the Society.
- Assist with the document management of the staff portal to ensure information provided is current and accurate.
- Work as part of the EA team and back-up other EAs in heavy workload periods and over leave periods if requested. Assist other Executive Directors with administrative support upon request.
- Assistance within the directorate relating to Technology, Property and Procurement as nominated by the Chief Financial Officer.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.
- Support the successful implementation of the Strategic Plan for the Society.

Critical Key Performance Indicators (KPIs)

- Deliver high quality executive assistance within appropriate timeframes.

Key working relationships

In addition to the Chief Financial Officer, the Executive Assistant will foster close working relationships with:

- All Executive Directors;
- Key Finance Directorate contacts;
- Audit and Finance Committee Members;
- National Technology Group Members;
- Executive Assistant to CEO and Executive Assistants to other Executive Directors;
- External Auditors.

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **‘People we serve’ centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society’s mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society’s mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society’s resources responsibly.

Role-specific criteria

- Experience supporting senior executive managers and/or Board members.
- Demonstrated effective time management; high level of initiative, enthusiasm, drive and energy.
- Sound interpersonal and communication skills including the ability to establish and maintain professional relationships with management and staff at all levels.
- Experience in minute taking at senior level.
- Advanced skills in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and experience in the coordination of document management systems (SharePoint).
- High level experience in diary management including planning, organising and prioritising work.
- Strict confidentiality and the demonstrated ability to show discretion, tact and to exercise independent judgment to make sound decisions.

Desirable criteria

- Certificate IV in Business or Office Administration or equivalent.
- Experience working in a membership-based organisation to support and empower members and volunteers.