

PA to Chairman

<p>Job Title: PA</p>	<p>Department:</p>	<p>Reports to: Chairman</p>		
<p>Main Purpose of Job</p> <ul style="list-style-type: none"> To provide full PA and administration support to the Chairman and department as and when required. To assist in the efficient running of the business. 				
<p>Main Duties</p> <ul style="list-style-type: none"> Diary management, ensuring the paper based diary is updated with Electronic appointments, rooms are booked and refreshments arranged. Board meeting minutes, ensure they remain totally confidential and distributed to board directors only. Email management ensure the Chairman is updated with all messages and filter non essential emails. Ensure all Visitors to the chairman and telephone calls are handled within the agreed company service level and filter non essential calls. Ensure through effective systems that the Chairman is always organised (both personal and work related). Maintain contacts database with all details. Management of bank accounts, related spreadsheets and statements, making sure no fraud transaction are made and responsible for paying personal (Chairman and family) bills. Research and report in a concise format within a set deadline, on requested information. Maintain record of all shares purchased. Arrange business and personal travel for Chairman and family members. Arrange charity donations. Adhere to all compliance needs within the business – DPA/AML/TCF. 				
<p>Key Success Criteria</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>A. Individual Performance Indicator</p> <ol style="list-style-type: none"> Secretarial support (inc diary mgt) Board Minutes Bank accounts, bills and shares Communication Data security </td> <td style="width: 50%; vertical-align: top;"> <p>B. Expected Deliverable</p> <ol style="list-style-type: none"> Provide the Chairman with full secretarial support on a daily basis including arrangement of meeting, entertainment and general office duties Ensure minutes are accurately taken and produced in set format. Ensure they remain totally confidential. Ensure bank accounts are balanced to ensure fraud transactions have not occurred, pay bills within set time and record shares purchased Ensure all communication is carried out within the agreed timeframes and the communication is clear to the customer at all times Ensure all files are stored correctly and a clear desk policy is maintained at all times </td> </tr> </table>			<p>A. Individual Performance Indicator</p> <ol style="list-style-type: none"> Secretarial support (inc diary mgt) Board Minutes Bank accounts, bills and shares Communication Data security 	<p>B. Expected Deliverable</p> <ol style="list-style-type: none"> Provide the Chairman with full secretarial support on a daily basis including arrangement of meeting, entertainment and general office duties Ensure minutes are accurately taken and produced in set format. Ensure they remain totally confidential. Ensure bank accounts are balanced to ensure fraud transactions have not occurred, pay bills within set time and record shares purchased Ensure all communication is carried out within the agreed timeframes and the communication is clear to the customer at all times Ensure all files are stored correctly and a clear desk policy is maintained at all times
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Behavioural Competency Profile

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| • Business Awareness: 1 2 3 4 5 | • Planning & Organising: 1 2 3 4 5 |
| • Change Management: 1 2 3 4 5 | • Quality: 1 2 3 4 5 |
| • Communication: 1 2 3 4 5 | • Team Working: 1 2 3 4 5 |
| • Customer Focus: 1 2 3 4 5 | |
| • Improvement: 1 2 3 4 5 | |
| • Leadership and People Management: 1 2 3 4 5 | |

Technical Skills

- PC skills including all office packages
- Telephone skills
- Methodical
- Attention to detail
- Positive/tenacious attitude
- Ability to work to deadlines
- Ability to implement change
- People management

Qualifications/ Knowledge/ Experience required

- GCSE
- NVQ level 2 in business administration an advantage but not necessary
- Min typing speed 60 WPM
- Previous experience as a PA