# **Job Description**

# **Job title: Executive Assistant to the Board**

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| Main purpose |
| * To Provide Executive administrative support to the Board
* To support Head of Legal with company secretarial tasks
* To oversee administrative procedures within Corporate Services such as, insurance - gathering and compiling the data and facilitating the insurance renewal process
* To facilitate the Board meetings – the booking and organising of rooms, the AGM, the report and minutes of the meeting
* Manage and deal with company/staff insurance policies - including coordinating renewals, day to day queries/admin, claims, producing certificates.
* Perform additional duties as assigned by executives, including attending key meetings as requested and completing ad hoc projects as assigned.
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| Job specific duties |
| **Group Board of Directors*** Provide executive administrative support to the Group Board
* Preparation of documents for meetings and the AGM
* Minute taking of Board, Committee and AGM Meetings
* Provide assistance / support to the Company Chair and Non-Executive Directors (NEDs)
* Organisation of external company meetings and liaison with all appropriate individuals in preparation
* Provide executive administrative support in the preparation of annual reports / accounts and dormant UK companies.
* Organise meetings, booking meeting rooms and catering as required
* Book meeting rooms and catering as required
* Book and arrange travel and hotel should the need arise
* Improve the communication flow around Board level decision making and processes and implement strategies to ensure optimal efficiency.

**Legal*** Provide executive administrative support to the Legal team
* Organise renewals of leases and prepare new leases/plans as required
* Provide support with all company secretarial matters including overseas
* Assisting with Power of Attorneys and liaising with Notary as required
* Manage the Corporate Risk Register ensuring regular reviews and that actions are followed up.
* Assist with the population of the project risk register and monitor as required.
* Handle correspondence, collate information, write reports and communicate decisions to relevant company stakeholders/members.

**Finance and IS Services*** Provide general administrative support to the Finance and IS Services groups in the organisation of meetings.
* Provide executive administrative support in the preparation of paperwork for overseas office’s.
* Raise PRF’s
* Obtain HMRC Certificates of Compliance, Irish Tax Clearance Certificates and Certificates of Residency
* General support as and when required
* Monitor the administration of the company’s pension scheme.

**Insurances*** Provide executive administrative assistance to the CFO and General Counsel with insurances and coordinating renewal information
* Provide day to day support with administrative tasks
* Liaise between all parties when dealing with claims
* Produce certificates of marine insurance

**Staff Council*** Arrangement of quarterly Staff Council meetings, booking meetings room and catering if required.
* Minute taking of the Staff Council meetings, preparation of minutes and distribution
* Preparation and distribution of Staff Council board packs
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| Group | Corporate Services |
| Reports to | Chief Financial Officer |
| Responsible for |  |
| Date agreed | Click here to enter text. |