# **Job Description**

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

|  |
| --- |
| 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. |

|  |
| --- |
| 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 |
|  |

|  |  |
| --- | --- |
| Group | Corporate Services |
| Reports to | Chief Financial Officer |
| Responsible for |  |
| Date agreed | Click here to enter text. |