



Personal Assistant – Group Risk & Assurance

Job purpose:

- To provide administrative, secretarial and project related support and to co-ordinate support from colleagues in order to deliver required outputs to deadline.

Key Accountabilities

- Effective planning, management and co-ordination of the head of Group Risk & Assurance's diary engagements, ensuring that the head of Group Risk & Assurance has the appropriate documentation for all engagements.
- Provide secretarial and administrative support to the head of Group Risk & Assurance, acting in a professional manner at all times demonstrating high levels of confidentiality, discretion and integrity.
- Perform a secretariat function for the Joint Risk Forum and the Business Continuity Planning Forum ensuring timely dissemination of action lists and the monitoring / follow up of agreed actions.
- Develop and maintain filing systems and databases and ensure an effective bring-forward system is provided.
- Maintain templates for specialist audit documents, and support the timely production of accurate audit reports.
- Provide assistance on larger internal audits as required, e.g. by collating samples for testing
- Deal pro-actively with incoming correspondence and routine enquires (e.g. mail, telephone, fax, e-mail) referring more complex enquires to the appropriate person.
- Provide secretarial and administrative support to team members as required.
- Successful completion of allocated projects and assignments as directed by the head of Group Risk & Assurance.
- Efficient independent resolution of a wide range of queries and issues on behalf of the head of Group Risk & Assurance by effective engagement with key stakeholders.
- Coordinate and assist in the compilation of reports and documents for boards and committees.
- Assist in the administration of the audit database and in the administration, and training stakeholders in the use of, Easy Risk Manager (risk management package).



Knowledge, Skills & Experience

Essential:

- Substantial senior secretarial and administrative experience with supporting vocational qualification(s) and/or extensive practical experience
- Up to date IT literacy skills/experience of MS Office including Word, PowerPoint, Excel, Outlook and use of databases.
- Accurate minute taking skills.
- Good written and verbal communication skills
- Resilient and able to work in a constantly changing environment
- Ability to work with tact, diplomacy and discretion at all times.
- Pro-active and makes decisions
- Experience of working with senior managers.
- Excellent organisational skills and the ability to prioritise.

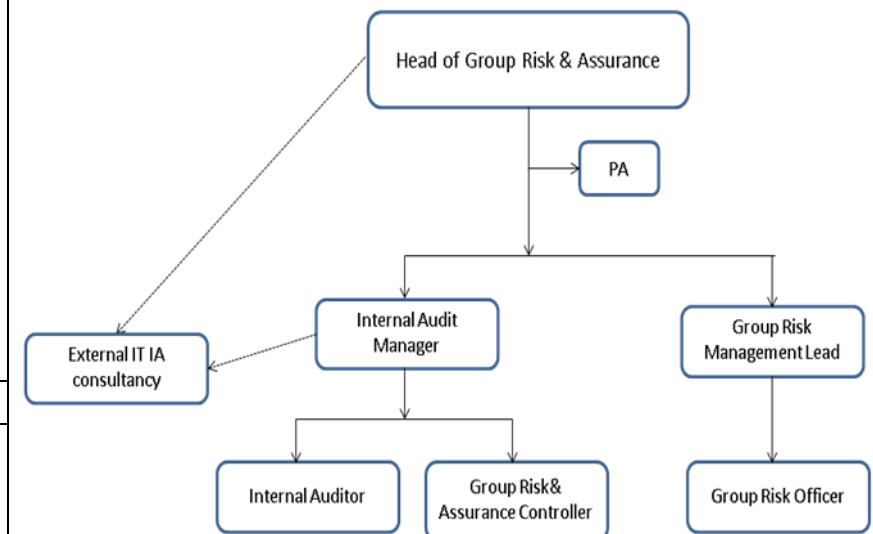
Planning & Organising

- Effectively manages own workload commitments and priorities and acts on own initiative.
- Flexibility of approach to ensure success
- Maintains the annual reporting timetable to ensure that reports are provided to stakeholders (including Boards and Committees) on a timely basis
- Experience of managing competing demands to tight timeframes

Dimensions

- Reports to the head of Group Risk & Assurance
- Regular liaison with Secretary to the Audit Committee in particular in the production and upkeep of the Audit Committee manual
- Engages with internal and external stakeholders to deliver on tasks as required by the head of Group Risk & Assurance
- Cover for other Organisation Services PAs during periods of absence as required.
- The post holder is responsible for monitoring the team's budget

Organisation Chart





Supporting Solicitors



- The post is based in London, but occasional travel to the Society's other office (based in Birmingham) may be necessary.