

## Description

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**Job Title:** Executive Assistant, General Manager Corporate Services  
**Ref No:** OP675  
**Portfolio & Program:** Corporate Services  
**Reporting Relationship:** General Manager, Corporate Services (CFO)  
**Classification:** Salaried  
**Date:** December 2018

*Our vision is justice, respect and fullness of life for all. Our mission is to provide care and support with a voice for disadvantaged and vulnerable people in our communities.*

## My purpose is to...

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To provide confidential executive and administrative support to the General Manager, Corporate Services (CFO).

## I will make a difference when I...

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### Executive and Administrative Support

- Provide efficient management and scheduling of appointments and meetings, monitoring requests and responding to enquiries.
- Facilitate smooth communication between the CFO, CEO, Finance Committee and General Managers.
- Coordinate and plan meetings with both internal and external stakeholders, and contribute to professional working relationships with internal and external customers.
- Screen and deal with phone calls, emails and general correspondence for the CFO as appropriate.
- Prepare professional and accurate documentation as required (letters, emails, reports, dictations etc.).
- Prepare information and presentations for the CFO as required.
- Co-ordinate Finance Committee meetings, including preparation of papers, reports and minutes.
- Attend Finance Committee meetings to provide secretarial support.
- Inform staff of action requests arising out of Finance Committee and other meetings. Follow up action requests and ensure reports are prepared in a timely manner.
- Maintain listing of registered business names ensuring timely renewal of same with the Office of Business and Consumer Affairs.
- Liaise with all stakeholders, including Finance Committee members and external organisations, and ensure key contact details between each are regularly updated.
- Act in the role of providing support to the Board, as requested.
- Arrange travel plans, itineraries and accommodation for the CFO.
- Organise meetings and special functions as required by CFO i.e. agendas, venues, papers, invites, catering, key speakers, materials etc. within budget.
- Work closely and effectively with the CFO to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Develop and maintain office systems including records management and filing.
- Process and record expenditure, including reconciliation of corporate visa card, purchase requisitions and petty cash reimbursements.
- Manage leave requests and other matters requiring approval as per delegations from direct reports of the CFO.
- Coordinate the Induction, Orientation and Exit process for all Corporate Services managers.
- Provide administrative assistance to other Corporate Services Managers as advised by the CFO.
- Work closely with key employees to ensure the smooth running of Corporate Services.
- Work closely with Executive Assistant to the CEO and Executive Assistants to General Managers to ensure consistency across executive administration, including relieving other roles as required.

### Work Health and Safety (WH&S)

- Contribute to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

## To make a difference I will...

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- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
- Have evidence of my right to work in Australia
- Obtain and maintain a National Police History Check

☒ Willing to work at other sites as required      ☐ Elder Abuse Reporting

☐ Suspected Child Abuse / Neglect Reporting

☒ Out of hours guidance and attendance may be required

**Direct Reports:** N/A

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**Working Relationships:** General Manager, Corporate Services (CFO), all General Managers, CEO, Executive Assistants, Corporate Services Senior Managers, AnglicareSA Board and Finance Committee, internal and external stakeholders.

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## I will utilise my.....

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### Qualifications/Experience

- Qualifications in Business Administration or equivalent experience.

### Demonstrable Requirements / Competencies

- Experience in delivering high level confidential executive support services.
- Demonstrate high level of computer proficiency especially in MS Office.
- Knowledge of accounting and budgetary processes with an ability to interpret financial reports (desirable).
- Proven ability to setup and maintain administrative systems.
- Proven high level of organisation skills with the ability to maintain composure when under tight timeframes.
- Proven ability to act confidentially and exercise discretion.
- Sound initiative, ability to prioritise multiple tasks, and a "can do" approach.
- Ability to demonstrate positive customer service skills with a high level of communication and interpersonal skills.
- Ability to build relationships and engage with stakeholders, including employees, board members and external stakeholders.
- Ability to work autonomously as well as operate as an effective team member with the broader team.
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

### My dedication and commitment

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Job holder Signature: ..... Date.....

Print Job holder Name: .....

General Manager, General Manager, Corporate Services: .....

Date: .....