# Position Description

**Executive Assistant to CFO and GM Fundraising, Marketing and Communications**

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The purpose of this position is to support and assist the Chief Financial Officer (CFO) and the General Manager - Fundraising, Marketing & Communications (GM-FMC) in the delivery of their priorities by providing EA support.

## Context

The CFO’s key areas of responsibility focus on Organisational Support and Infrastructure (OSI). At Vision Australia, OSI covers Finance, Business Performance and Property. OSI provides the back office support that ensures the service organisation can deliver great service to our clients and community. It also manages the corporate governance function of Vision Australia alongside the Board Secretary, with the CFO also acting as Company Secretary.

The GM-FMC’s key areas of responsibility include Fundraising, Marketing and Communications, with the former focused on annual charitable net income target of around $31-32million per annum ($45m gross), through a variety of individual giving, corporate, community and event initiatives and philanthropy grant/bequest program activities. The Marketing and Communications teams collectively provide business support/awareness building and commercially focused client/brand activation initiatives to assist client services etc. realise their service aspirations/KPIs.

## Principle Responsibilities

* Provide high quality administrative support to the GM Fundraising, Marketing & Communications and CFO to assist and contribute to the efficient running of their respective teams/divisions;
* Coordination and administration of the Marketing Inventory Portal, including stock control, password access and liaison with the third-party logistics/warehouse provider, on behalf of the GM – Fundraising, Marketing & Communications.
* Manage and schedule appointments (including GM diary management), meetings, conferences and coordinate team functions;
* Oversight of the register of Vision Australia financial members and other Company Secretarial duties including management of the Company Secretary inbox;
* Providing assistance to the CFO / Company Secretary in preparing, and conducting General Meetings (AGM and EGM’s as required) including being the primary liaison for Computershare;
* Arrange and manage travel, itinerary and accommodation as required for both CFO and GM-FMC (Executive Leaders);
* Prepare agendas, papers, correspondence, reports, research papers and draft documentation (preparing documents in alternative formats if required);
* Manage, screen, respond and action emails and incoming calls on behalf of both Executive Leaders
* Process accounts for payments and manage the corporate credit card reconciliations and approvals for both Executive Leaders as appropriate ;
* Follow up on any delegated action items to ensure completion;
* Ensure all documents, reports and papers are of high quality standard prior to submission to the CFO and/or the board;
* Liaise with internal and external personnel on behalf of Executive Leaders. Build strong and effective relationships with staff at all levels of the organisation and external organisations;
* Create and maintain appropriate systems for the management of Corporate Records including ASIC registers, state and national fundraising licenses, fundraising compliance documentation, trade mark registrations, master services agreements and/or contracts;
* Take responsibility for delivering or co-ordinating specific support projects as delegated;
* Support, as required, the Board Secretary in the administration support of the Board subcommittee reporting including the AFRC, VA Trust and other ad-hoc committee work;
* Work with and support the CEO Executive Assistant and the GM Executive Assistant Team to achieve the overall goals of the Leadership Team and the organisation;
* Other duties as required by the CFO and GM-FMC.
* Maintain a safe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Tertiary qualifications in a relevant discipline or equivalent experience;
* Excellent organisational and time management skills
* High level of discretion, efficiency and accuracy
* Excellent interpersonal, customer service and communications skills
* High degree of initiative
* Building strong and effective relationships with staff at all levels of the organisation
* High level of proficiency with Microsoft Office – MS Word, Excel, PowerPoint and Outlook
* Ability to adapt to change
* Ability to work in the wider team whilst recognising when matters must be kept confidential
* Self-motivated with the ability to work independently as well as respond to GM requests
* Highly developed written, verbal and presentation skills;
* Demonstrated understanding of project management with the ability to competing priorities;
* Well-developed interpersonal skills and able to influence and work effectively across an organisation;
* Highly developed sense of anticipation;
* Excellent time management and organisation skills;
* Experience preparing agendas, minutes and papers;

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check. .

## Role Scope

**Reports to: CFO & GM - Fundraising, Marketing & Communications**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END