

Executive Assistant to COO and CFO

Hurstville, NSW

The Anglican Schools Corporation (ASC) is charged by the Anglican Church Diocese of Sydney with the mission to provide affordable quality Christian education. Currently, ASC owns and operates 17 schools across 19 locations and educates some 14,000 students throughout NSW.

We are currently seeking to appoint an Executive Assistant to support the Chief Operating Officer and Chief Financial Officer at our Group Office in Hurstville.

This role works closely with the Group Office Manager and other administration staff.

About the role

You will provide high level executive and administrative support to the executive team by:

- ensuring all administrative matters are prioritised and handled efficiently and effectively
- Manage an active and changing calendar of appointments, including forward planning
- Proactive in preparing the executives for meetings
- Liaise and develop strong working relationships with internal and external stakeholders
- Assist with the preparation and distribution of meeting agendas, papers and minutes
- Responding to emails and document requests on behalf of executives
- Draft presentations, agendas, meeting notes and documents
- Managing expenses
- Travel bookings
- Event coordination

About you

- A practising Christian, active in your local church
- Previous experience at providing EA/PA support to Executive/Director level is essential
- Highly developed organisation skills with ability to work under pressure with competing deadlines, sensitive and confidential matters, ability to multi-task with great follow-up skills
- Ability to liaise with diverse stakeholder and client groups.
- Forward thinking and proactive in situations where required
- Excellent interpersonal and communication skills
- Advanced experience with Microsoft Office suite (Office 365 highly desirable)
- Willingness to work as part of a team and to establish effective work relationships with colleagues

If this sounds like you, and you are looking to work in an organisation that is working to tell children about Jesus and to grow them as Christians, then please email a cover letter and resume addressing the above criteria to recruitment@tasc.nsw.edu.au

The successful applicant is required to obtain a Working with Children Check.



Mission – To provide affordable quality Christian education

Vision - Serving Christ by equipping students for His world

Position Description

Position Title:	Executive Assistant to Director, School Services - Group Office
Written by and date:	Director, People Advisory - October 2018
Employee Name:	TBA
Department:	Group Office Administration
Location:	Hurstville, NSW
Responsible to:	Dual reporting to 1.Chief Operating Officer (COO), Chief Financial Officer (CFO)– Group Office, and 2.Group Office Manager.
Position Context:	The Anglican Schools Corporation (ASC) group office is responsible for the delivery of Financial, IT and Capital Works management services to the Corporation's 17 schools and Governing bodies. The COO and CFO report to the CEO.
Key working relationships:	Internal: COO, CFO, Group Office Manager, CEO and their related direct reports, Executive team, Corporation Chair, Chairs of Board Subcommittees, School Chairs, Principals and Principal's PA, all other Administration staff in Group Office External: Auditors
Position Purpose:	<ul style="list-style-type: none">• Provide executive support and primary point of contact on all matters relating to the COO and CFO.• Be a member of the Administration Team and respond to the administrative needs of Group Office as appropriate and as directed by the Office Manager.• Provide confidentiality and discretion across matters addressed by the Executive office.
Key Responsibilities:	<ul style="list-style-type: none">• Manage a very active and constantly changing calendar of appointments for the COO & CFO.• Plan, coordinate and then ensure COO/CFO's schedules are followed and respected.• Keep COO and CFO well informed of upcoming commitments and responsibilities.

Position Description – Executive Assistant to Director School Services

The Anglican Schools Corporation

	<ul style="list-style-type: none">• Control and manage others' direct access to the COO and CFO• Manage incoming correspondence for the COO and CFO and ensure any urgent and important emails are brought to the attention of the COO and CFO and actioned accordingly.• Determine when and what needs confidentiality and then maintain that confidentiality for documents, conversations, and actions.• Prioritise and follow up incoming issues addressed to the COO and CFO, including sensitive and confidential matters.• Draft various correspondence• Communicate directly, on behalf of the COO and CFO, with Principals, Principal PA's, Lawyers, Auditors and other relevant external parties.• Provide smooth communication between the Executive office and Group Office staff and Schools.• Reconcile credit cards for the COO and CFO, and other Executive members• Manage special projects and assist with ad hoc projects for COO and CFO direct reports as required.• Coordinate travel and accommodation bookings• Coordinate team meetings including Group Office Connect, Principal's, Business Partners and others as required.• Build rapport with internal and external EA's/PA's to organise meetings, building networks, and relationships.• Coordinate School Reviews in consultation with the COO, relevant School, Group Office Manager and external parties.• Assist CFO and direct reports with year end processes and reporting.• Provide administrative assistance in other areas as directed by the Office Manager. Eg reception coverage, support of other Executive staff, providing assistance to other Administration staff during peak workload periods.
Requirements and Qualifications:	<ul style="list-style-type: none">• Practising Christian, active in local church and able to provide a Minister's reference• 5 years' experience supporting C-level executives• Proficient in Microsoft Office (Outlook, Word, Excel, Power point), One-note, Adobe Acrobat and Social Media Platforms• Proficient verbal and written skills, demonstrate initiative and ability to be proactive in organising an executive• Ability to develop and maintain relationships with others and be a team player.• Proven ability to maintain confidential information and act with discretion