

**Job Title:**

Personal Assistant/ Team Secretary

**Role Holder:**

Vacancy

**Reports to:**

Group Finance Director

**Overall role:**

**Responsible for providing secretarial support to the Group Finance Director and UIBL Finance Division.**

### **Key Accountabilities**

- Perform secretarial and administrative duties
- Organise meetings and take minutes
- Prepare documentation to assist Group Finance Director
- To create PowerPoint presentations when requested by the Group Finance Director
- Handle Departmental correspondence
- Arrange and co-ordinate travel, trips, lunches and flat bookings
- Prepare directors' expense reclaims
- Update attendance records on HR Database for the Finance Division
- Undertaking special projects as and when required
- Departmental records administration
- Diary control
- General administration duties

### **Core Competence Indicators**

- Turnaround of tasks within a given time frame
- Accuracy of records of meetings
- Ensure filing is kept up to date at all times
- Ensure diary is kept up to date at all times
- Ensure travel arrangements and itineraries are organised and run according to plan
- Ensure meeting rooms and catering requirements are booked for both internal staff and clients and ensure that the needs of clients are catered for
- Complies with UIB Best Practice Manual and statutory regulations.
- Maintains confidentiality at all times
- Ensure PowerPoint slide are accurate and turned around in a timely manor

**Supervisory Responsibility: Direct Reports**

None

**Internal Relationships**

All UIB staff including overseas offices

**External Relationships**

Clients, Underwriters and other third parties

**Desirable Experience**

At least 5 years secretarial experience within a corporate environment

**Generic Knowledge and Skills**

IT – Excel Intermediate  
IT – Outlook advanced  
IT – PowerPoint advanced  
IT – Word advanced  
Relationship management  
Planning and organising  
Time management and prioritisation  
Communication skills – excellent verbal and written skills  
60 wpm audio and copy typing

**UIB Knowledge and Skills**

Knowledge of the standards set out in the best practice manual  
Core IT systems.