

JOB DESCRIPTION

Job Title: Executive Assistant to the Senior Bursar

Department: Senior Bursar's Office (Bursary)

Reports to: Senior Bursar

Responsible for: Providing a high level, confidential, professional, administrative and organisational support to the Senior Bursar, acting as the principal interface between the Senior Bursar (the College's equivalent to the Chief Investment Officer), the internal team, key stakeholders within the College, external managers and beyond. The Executive Assistant will be involved in co-ordinating every aspect of the Senior Bursar's workload from end to end, working independently and with the wider team enabling the Senior Bursar to effectively deliver all aspects of the role including management investments, overseeing College finances, and engaging with the Fellowship within College life.

KEY ACCOUNTABILITIES:

1. **Organizing and providing confidential, professional, administrative and organisational support to the Senior Bursar across the roles, understanding the priorities and supporting the Senior Bursar in meeting these priorities including:**
 - Being the first point of call and interface with all parties working with Senior Bursar's Office by triaging a vast array of communications that come into respective inboxes for the Senior Bursar's review, deciding on the importance and relevance according to the work that is being undertaken, prioritising actions and drawing attention to urgent matters, preparing the correspondence and groundwork for the Senior Bursar's response, independently responding to emails where appropriate or raising with a relevant person or organisation for their response and action.
 - Co-ordinating the Senior Bursar's office, including work priorities during the Senior Secretary and the Secretary/Administrator holidays, IT, annual leave and HR administration, and issues regarding the running of the office generally
 - Represent the Senior Bursar's Office on internal committees and meetings such as the Health and Safety Committee
2. **Co-ordinating the work associated with the Senior Bursar's role within the College from beginning to end and liaising with all stakeholders who have an impact on the Senior Bursar's work including:**
 - Understanding what is required and planning ahead for milestones (e.g., College Council, Expenditure Committee, Investment Committee, Staff Committee, and Audit Committee).
 - Co-ordinating across the Senior Bursar's team to produce deliverables such as reports for Committees and key documents for transactions, collating and reviewing the deliverables, ensuring they are received on time, in the correct format, containing the necessary information and supporting the Senior Bursar in his preparation for meetings and presentations internally and externally, enabling the Senior Bursar to have the necessary

information to make decisions required, in relation to the College endowments and other financial matters.

- Initiating steps with various stakeholders internally and externally, such as external managers and advisers to keep transactions on track often in multi-million pound property undertakings
- Bringing to the attention of the Senior Bursar only those issues which are of priority and require the necessary input from the Senior Bursar and dealing with other matters independently
- Taking minutes when required, reviewing minutes, and keeping records of all documents.

3. **Managing the logistics of meetings and events, including:**

- Coordinating times and locations for internal and external meetings across internal and external stakeholders and with the Senior Bursar (e.g., committee meetings, Fellowship student, and alumni events).
- Booking rooms, arranging equipment, Wi-Fi and organizing catering for meetings.
- Preparing/briefing the Senior Bursar ahead of time e.g., researching into particular subjects for meetings or speeches, preparing preliminary drafts of speeches, establishing progress on projects.
- Manage the Senior Bursar's calendar (incl. ensuring all College events are included), organising meetings, optimise the Senior Bursar's time based on priorities and team needs, collate materials as required for meetings, brief the Senior Bursar, and support on follow up actions
- Organise and co-ordinate external meetings and travel, liaising with external representatives and co-ordinating complex itineraries, booking events, meetings, conference calls and accommodation.
- Meeting and greeting external visitors on behalf of the Senior Bursar including senior executives from external and international organisations.

4. **Support the broader Fellowship, including:**

- Supporting the administration of Committees of which the Senior Bursar is secretary (e.g., circulation of agenda, papers), including helping Fellows review relevant papers in the Bursary, keeping track of College Committee membership tenures (e.g., for Investment Committee)
- Providing information to Fellows regarding the governance of the College, historical decisions made by College Council and other committees over a number of years.
- Answering administrative queries from Fellows.

PERSON SPECIFICATION

Experience and Knowledge

- Proven track record in a high-level administration role which has included experience of diary management, email management and meeting organisation.
- Experience in a Personal Assistant/Executive Assistant role at an executive level assisting senior executives in a fast-paced, high intensity environment.
- Previous experience of assisting senior executives in a financial or property environment would be desirable.

Skills and Personal Attributes

- Excellent verbal and written communication.
- The ability to anticipate needs, classify, be adaptable, meticulous, keep calm under pressure and prioritise a diverse and changing workload, handling matters confidentially and with diplomacy.
- Ability to respond to enquiries and convey decisions in a friendly, professional and helpful manner.
- A highly proactive working style with strong self-motivation, ability to take initiative, and demonstrate ownership.
- Positive relationship builder and team player, capable of working with a variety of stakeholders with discretion, determination and a sense of humour.
- Flexible, patient, tactful and enthusiastic. Excellent multitasking and organisational skills.
- Accurate and with a good eye for detail.
- Excellent time management.
- Ability to solve problems and the ability to work independently.
- Proficiency in Word, Outlook (incl. calendar), Zoom and Teams. Competency in Excel and Power Point would be an advantage.

EMPLOYMENT DETAILS

Salary:	£37,500 per annum
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch provided for staff who are on site and whose duties cover this period.
Pension scheme:	<p>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.</p> <p>5% staff contribution and 10% College contribution. Contributions can increase up to 8% with 16% College contribution.</p>
Private Health Care:	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months. This is available after successful completion of the probationary period. Maximum limits apply.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.