

**Business Management Assistant PA Support to
Group Director Financial Business Partnering & Analytics & Director of Finance Hub**

Department: Treasury & Exchequer

Reports to: Group Director Financial Business Partnering & Analytics & Director of Finance Hub

JE Ref: STE1010

Grade: 7

Job purpose

To provide a comprehensive and professional administration service to the Group Director, Financial Business Partnering & Analytics & the Director of Finance Hub

Job specific outcomes

Carry out administrative processes and workflows to ensure effective functioning of the team/department and in line with departmental and Government of Jersey policies and procedures. Take ownership of the director's diaries to facilitate transparency of directorate activities. Be the first point of contact for telephone and written stakeholder queries.

Fulfil Secretariat function for a wide variety of working groups that are coordinated by the department. This will include facilitating the operation of the group; administer meetings, including preparing and distributing agendas and other documentation; booking meeting rooms/online video conferencing; inviting and monitoring attendees; producing minutes or action logs (sometimes of a technical or highly sensitive nature), and ensuring communications are timely and accurate. This will ensure meetings are productive and efficient, providing value for money in the use of resources and maintaining the department's reputation

Initiate ordering and receipting of goods with Supply Jersey. Review order requisitions and liaise with external providers to ensure goods and services are ordered and delivered on time / budget and in adherence to the Public Finance Manual.

With guidance, produce written documents and presentations (through the use of PowerPoint / Word / Excel) such as reports, recommendations, and discussion papers for dissemination in a suitable format for presentation to a wide variety of audiences, including departmental senior management and project boards.

Ensure that all administrative processes and procedures are appropriate for purpose (i.e. document version control, computerised filing), well documented and consistently applied. Work collaboratively with other members of the team by assisting with other ad hoc projects or change initiatives and at times of exceptional pressure / workload.

Provide diary management support to the Group Director Financial Business Partnering & Analytics & Director of Finance Hub. Arrange off-Island travel for colleagues to ensure that their business is facilitated in the most cost and/or time effective manner and in line with Government of Jersey policy.

Act as a role model at all times. Lead on tasks where requested and always maintain confidentiality to ensure compliance with data protection requirements. Work collaboratively as part of Team Jersey, contributing to a learning culture focused upon improvement and high performance.

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.



Person Specification

Specific to the role

	Essential	Desirable
Qualifications	<p>NVQ Level 3, or equivalent, in the administration of related business skills or other academic/vocational qualifications at a similar level</p> <p>Minimum of B in Math's and English GCSE (or equivalent)</p>	<p>Qualification in Business Administration</p>
Knowledge	<p>Excellent secretarial, organisational, and administrative skills and a methodical approach to work</p> <p>Strong IT skills and be proficient in the use of Microsoft Office applications i.e. Word, Excel, PowerPoint,</p> <p>Proficient in using office equipment and applying and following office procedures</p> <p>Excellent typing skills including audio typing</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Public Finance Manual. An understanding of the key issues that affect the Island's economy, of local news and events, and of the States Assembly, its role in the Island and its activity.</p>

	The ability to work with the minimum of supervision and use own initiative	
Technical / Work-based Skills	<p>Advanced word skills (tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing, and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents)</p> <p>Advanced Outlook skills (modify and manage message options, tracking and delivery options, voting options, contact options, calendar options)</p> <p>Good Microsoft Teams skills (arranging meetings, sharing screens, customising channels)</p> <p>Confident to take detailed Minutes, often at high level meetings, producing them with accuracy and in a timely manner (shorthand, speed-writing or equivalent qualification)</p> <p>Good excel skills (conditional formatting, count cells, create worksheet template)</p> <p>Competent numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Skills in / Willingness to become competent in O365, SharePoint, Supply Jersey, My Welcome, HRG, My Conversation My Goals, Virtual College, and any other relevant programmes.</p>	<p>Political awareness</p> <p>Have previously carried out financial processing e.g. code and check invoices amounts, purchase orders, credit card statements, petty cash and expenses claims</p>
General Skills/Attributes	<p>Confident IT skills, particularly with Microsoft Office applications and a willingness to learn new systems.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Confidence to initiate actions, fully participate in decision making within the team and be the first point of contact for external guests.</p> <p>Ability to manage important relationships with all stakeholders.</p> <p>Ability to work independently with minimal daily supervision.</p> <p>Good oral and written presentation skills.</p> <p>Personal resilience to deal with challenging situations, receive feedback and work in busy environment.</p> <p>Must be prepared to work flexibly in all areas of the department appropriate to the grade and role. Work</p>	

	closely with the PA to the Treasurer & PA to the Director, Risk Audit & Reporting to ensure adequate cover is in place for the department and relevant directors.	
Experience	<p>Experience of leading the arrangement and facilitation of meetings (from invites to action logs)</p> <p>Experience of successfully managing specific areas of business administration</p> <p>Experience of working effectively in a team.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.