**Job title:** Executive Assistant to CEO  
**Reports to:** Chief Executive Officer  
**Division:** CEO’S Office  

**Role purpose:**  
This is an exciting role in a fast growing organisation which is at the cutting edge of regulatory change in the financial markets in Europe. AFME is looking to recruit a full-time Executive Assistant to provide full administrative support to the CEO and to act as the principal point of contact with the offices of the Board directors of AFME.

As an integral part of the CEO’s office the post holder will be involved with all aspects of the business, being able to proactively manage the workload and identify appropriate actions to ensure that deadlines are met. This role involves extensive and complex diary management; daily liaison with Board members and their PAs, other member contacts, key stakeholders and external contacts, government officials, regulators and lobbyists and other trade associations.

<table>
<thead>
<tr>
<th>Key accountabilities</th>
<th>Key activities / Decision areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
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</table>
  - Extensive diary management; scheduling of internal and external meetings and organising the logistics for committee meetings and working groups, including conference calls  
  - Liaising with internal stakeholders to facilitate the smooth running of each day  
  - Co-ordinating the governance calendar for Board and Executive Committee meetings  
  - Scheduling regular meetings with Board directors, and in particular ahead of quarterly Board meetings  
  - Working closely with the in-house Events Department on the planning and execution of Board meetings and other events  
  - Working closely with the Chief of Staff on preparation and distribution of Board and Committee related materials  
  - Email and information management covering CEO’s email, actioning emails where possible  
  - Compiling papers and preparing briefing packs in advance of meetings  
  - Correspondence, predominantly email  
  - Fielding telephone calls from members and other business contacts  
  - Travel booking (both through our agent and the internet)  
  - Compile travel/meeting itineraries, agendas and related documentation for both European and wider international travel, including organising any licences or visas, as required  
  - Expenses (using in-house software)  
  - Database (contacts and distribution lists), to include pulling data into Excel and Word formats. Use of internal “weblinks” system  
  - Compilation, consolidation, harmonisation, formatting, proofreading, finalisation and distribution of documents  
  - Preparation of Power Point presentations  
  - Sending e-mails to Working Groups and other Prudential member groups  
  - Supporting the CEO on his external engagements  
  - General admin duties; greeting and welcoming guests, restaurant & car bookings and other ad hoc requests when required |
Communication

- Regular interaction with Board members and their offices, politicians, government officials, regulators, key stakeholders, press and media, lobbyists and other trade associations and their Executive Assistants to facilitate key trigger meetings
- Acts as communication link and conduit/coordinator for activities between CEO’s Office and internal Divisions

<table>
<thead>
<tr>
<th>Contact group</th>
<th>Frequency</th>
<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td>AFME Senior Management Team</td>
<td>Daily</td>
<td>Preparation for meetings</td>
</tr>
<tr>
<td>Callers &amp; guests</td>
<td>Daily</td>
<td>Provide quality service to our members, callers &amp; guests</td>
</tr>
<tr>
<td>Board members and their offices</td>
<td>Daily</td>
<td>Sending e-mails, organising calls, meetings, UK/Overseas outreach and liaising on conference organisation</td>
</tr>
<tr>
<td>Key stakeholders, regulators, external contacts</td>
<td>Ad-hoc</td>
<td></td>
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</tbody>
</table>

Person specification

Key competencies

Essential:
- Good interpersonal skills with the ability to communicate effectively throughout all levels of the organisation
- Ability to work effectively with people of different cultures and backgrounds and able to build internal and external relationships and deal credibly with them
- Excellent diary management skills
- Excellent written and oral communication skills
- Confident working independently, dependable and reliable with the ability to use own initiative
- Judgement to establish and monitor priorities, solicit feedback and seek guidance where required
- Proactive with strong planning, organising and implementation skills
- Calm demeanour, capable of working well under pressure and to deadlines
- Professional, resilient and able to influence with a range of stakeholders
- Results focused and enjoys working to a high standard
- Good attention to detail
- Proven team player with a collaborative approach
- High degree of discretion and confidentiality required throughout day to day work
- Flexible to provide support as and when required

Knowledge skills and experience

Essential:
- Financial Services Sector work experience
- 5 – 7 years experience as an EA in a 1:1 business support role preferably supporting at CEO or Board level

Desirable:
- Investment Banking work experience
- High degree of proficiency with Microsoft Office
- Advanced skills in Outlook (email and calendar)
The Association for Financial Markets in Europe (AFME) represents a broad array of European and global participants in the wholesale financial markets. Its members comprise pan-EU and global banks as well as key regional banks, brokers, law firms, investors and other financial market participants. We advocate stable, competitive, sustainable European financial markets that support economic growth and benefit society.


For more information please visit the AFME website, [www.afme.eu](http://www.afme.eu) or follow us on Twitter: @news_from_afme