



Job Description

Post Title	Senior Executive Assistant (L2) to Commercial and Finance Directors
Team	Finance/Commercial
Reports to	Chief of Staff

Purpose of the Role

This role is part of the Executive Support Team and specifically supports the Commercial Director and Finance Director alongside their respective teams. This is a critical role in ensuring that both directors carry out their responsibilities effectively, whilst prioritising demanding workloads and meeting their objectives.

Key Accountabilities and Responsibilities

- Manage inboxes for the Commercial/Finance Directors, ensuring that activities and workload are clearly prioritised, liaising with colleagues at all levels to meet requests in a timely manner.
- Take a proactive approach, actioning work directly where appropriate and escalating issues and priorities to the Commercial/Finance Directors in a timely manner.
- Track key deliverables and deadlines on behalf of the Commercial/Finance Directors and where appropriate, for the wider teams.
- Prepare briefings and papers on behalf of the Commercial/Finance Director, liaising with colleagues from across the organization for input as required.
- Manage diaries for the Commercial/Finance Directors, assessing priorities to enable the effective management of time, remaining flexible to frequent and short-notice changes.
- Keep the Commercial/Finance Directors well-informed of changes to their diaries and priorities, arranging conference/meeting rooms and for correct materials to be at hand. Where required attend meetings alongside the Commercial/Finance Director, taking accurate notes/minutes, distributing actions and following up effectively.
- Assist with key financial and commercial processes, for example operating the organizational purchasing card, setting up requisitions and purchase orders.
- Work closely with the Head of Corporate Governance and Chief of Staff in relation to Board, Committee and Executive meetings. Where required, support the coordination and preparation of governance papers to these forums (as well as to parliamentary governance forums where required).
- Provide support to the wider Commercial/Finance Teams as required. This may include (though is not limited to) organising and supporting team meetings, wider event planning and site visits.



- Provide support and cover to the wider Executive Support Team as required.
- Demonstrate an exemplary approach to Equality, Diversity and Inclusion and proactively embed the DA Values and Behaviours into all areas of work.

Key Stakeholders and Relationships

- DA Executive Committee and DA Board members
- Chief of Staff and wider Executive Support Team
- Head of Corporate Governance
- Regular contact with Leadership Community (Heads of Functions) and other colleagues from across the Delivery Authority, Client Team and more broadly within Parliament (often at a senior stakeholder level).

Qualifications, Skills and Experience

Essential

- Extensive experience in organising and supporting Executives and Board/Committee members, ensuring a proactive and collaborative approach.
- Extensive experience of proactive management of complex schedules/diaries, and of managing a busy inbox.
- Demonstrable experience of providing senior EA level support to an Executive including of taking a proactive approach, actioning tasks on behalf of their Executives where appropriate and escalating issues of concern.
- Highly organised with strong attention to detail and able to thrive in a fast-paced, complex business environment.
- A team player, with the ability to gain colleagues' trust, build rapport and work collaboratively with others, including key stakeholders.
- Demonstrable ability to appropriately question and challenge at all levels where necessary.
- Demonstrable ability to rapidly assimilate new facts and understand complex issues, drawing practical and constructive conclusions.
- Strong level of judgement and experience to make decisions and escalate issues quickly where appropriate, with the ability to work well under pressure and to meet challenging deadlines.
- Experience of dealing with highly confidential and sensitive information with absolute discretion.
- Excellent communication skills (written and verbal) with the ability to adapt approach and tailor the materials to meet the needs of the audience.



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- Excellent skills and knowledge of business-related software, including experience of Microsoft core apps (such as Teams, SharePoint, Outlook, OneNote, Excel, Word and PowerPoint).

Desirable

- An awareness of key financial and commercial processes, systems and concepts or a willingness to develop this knowledge.