

Job Title:	Executive Assistant to Executive Director – Finance
Department:	Finance & Legal
Reporting To:	Executive Director - Finance
Hours:	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
Location:	St. Andrews
Contract:	Full time - Permanent

Job Purpose

Based in St Andrews, The R&A runs The Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 140 countries and with the consent of 153 organisations from amateur and professional golf.

The R&A is seeking to recruit a permanent, full-time Executive Assistant to provide high-level administrative support to the Executive Director - Finance. This role requires a high level of organisation and attention to detail with the utmost confidentiality. You must be able to use your initiative, adopting a pro-active approach and apply sound judgement at all times. This role presents an excellent opportunity for the right candidate.

Job Description

ROLE AND RESPONSIBILITIES

Core responsibilities are:

- Provide high-level support to the Executive Director – Finance and act as point of contact, liaising with external clients, advisors and Board/Committee members.
- Diary and inbox management - read and analyse incoming correspondence and prioritise and respond accordingly, facilitate all meetings and travel.
- Act as Secretary to Finance Committee and The R&A Foundation, including responsibility for organising meetings, drafting agendas and minute taking.
- Act as point of contact for staff/broker on company insurance queries and manage extensive renewals process.
- Work with Head of Legal to facilitate contract executions and maintain legal database.
- Oversight and management of company travel programme including ownership of business travel policy, monitoring of compliance and travel spend, managing associated relationships and rate negotiations.
- Administration of Pension Trustees meetings including organising meetings and compiling papers.
- Provide administrative support to the ED's direct reports and wider team as required.
- Create and compile presentations.
- Attend team meetings and monitor actions.
- Maintain Gifts & Hospitality register and monitor policy compliance.
- Implement & maintain e-filing & meeting packs systems.
- Attend Executive Assistant meetings and work with other EAs within the organisation to standardise practices and introduce improved processes.
- Co-ordinate and provide support and assistance on project-based work as required.
- Responsibility for confidential archiving.
- All other reasonable duties as and when directed by the Executive Director – Finance.

QUALIFICATIONS AND EXPERIENCE

- Previous experience in a similar role within a financial environment is essential.
- Financial qualification desirable.
- Proficiency in the use of the Microsoft Office Suite is essential.

SKILLS

In addition, the successful candidate will require:

- Excellent IT, administrative and organisational skills.
- Excellent team working skills.
- High levels of accuracy and attention to detail including minute-taking.
- Excellent interpersonal skills with the ability to communicate effectively and professionally with people at all levels.
- Ability to multitask and prioritise, taking responsibility for own workload.
- Proven ability to work under pressure and to tight timescales.
- Confidentiality, discretion and initiative.
- Excellent workflow management.
- Willingness to develop and enhance knowledge and skills.
- Always prepared to 'go the extra mile' in delivering service on time and to the highest standards.
- Flexibility to work outside normal office hours, including weekends on occasion.

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectation to Caroline Lee – recruitment@randa.org prior to the closing date of 28/02/2019.

How your information will be used:

In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy, which we may invite you to apply for, following which we will delete it.

If you have any questions about The R&A's use of your data, please contact us.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.