

IFRS Foundation

Job Description - Executive Coordinator (maternity cover)

Reports to: Executive Coordinator /Administration Manager

Contract type: Full time, fixed term

Based: London

Background

The IFRS (International Financial Reporting Standards) Foundation is an independent, not-for-profit organisation, which works in the public interest. Our mission is to develop Standards that bring transparency, accountability and efficiency to financial markets around the world. Our work serves the public interest by fostering trust, growth and long-term financial stability in the global economy.

The Foundation is a stimulating and challenging place to work. We have around 150 staff, mainly based in London, drawn from nearly 35 nationalities covering roles in technical accounting, operational and support functions.

What we are looking for

A team of Executive coordinators work together to provide support across the organisation. Each coordinator will have their own responsibilities; however, these may shift from time to time and coordinators will cover for each other during periods of leave. The successful candidate will be someone who has a flexible attitude, is able to assume responsibility for a range of tasks and enjoys helping to make the lives of others easier.

Responsibilities include

- Setting up and coordinating regular consultative group meetings involving external and internal participants.
- Setting up and managing logistics for meetings as requested by individual technical staff, updating diaries, booking rooms and AV equipment.
- General administrative support, as requested e.g. correspondence, arranging dinners.
- Provide backup support to other executive coordinators as needed to meet meeting and technical deadlines. This will include working closely and covering for other colleagues on their days off. This might also involve assisting colleagues preparing for our yearly conference.
- Undertake ad hoc projects as and when required e.g coordinating detailed national and international travel arrangements.

Skills and attributes

- Positive, flexible and proactive approach;
- Effective team player;
- High degree of integrity and professionalism with the ability to remain composed under pressure;
- Excellent attention to detail;
- Desire to provide support to others;

- Ability to work collaboratively with other teams and respond positively to constructive feedback;
- Excellent organisation skills; ability to effectively plan and manage work, respond to conflicting demands on an urgent and ad-hoc basis and prioritise workload appropriately;
- Excellent communication skills and the ability to work assertively and confidently with colleagues at all levels.

Qualifications and experience

- 1-3 years previous experience in a similar team support role.
- Working knowledge of Microsoft Office (especially Excel).
- Proficiency in using database systems (e.g salesforce) is desirable.