



Executive Assistant

LifeArc is a medical research charity with a 25-year legacy of helping scientists and organisations turn their research into treatments and diagnostics for patients.

We are pioneering new ways to turn great science into greater patient impact and do so by bringing together a network of partners to tackle specific diseases and by directly funding academic and early stage research.

We are currently seeking a new Executive Assistant to work with the Chief Financial Officer. This role will provide comprehensive administrative assistance to the CFO as well as ad hoc support for other Executive Directors and Trustees, as appropriate.

You will:

- Effectively manage the CFO's diary and in-box
- Ensure that all CFO's daily correspondence is promptly and efficiently dealt with
- Organise all travel and accommodation arrangements and compile itineraries
- Prepare papers and support documentation for meetings as required, as well as attending such meetings and taking notes and minutes, as required
- Organise internal and external meetings, including agenda planning
- Communicate with Board members and provide support as required
- Work with others to ensure the electronic board portal is up to date with relevant information in a timely manner
- Prepare and submit the CFO's expenses on a monthly basis in line with LifeArc policies
- Liaise closely with the Executive Team and their PAs as required
- Provide cover for other PA's as required
- Uphold a strict level of confidentiality

While this role is primarily based at our London office, there may be a requirement to travel to our Stevenage and Edinburgh offices, when necessary.

The ideal candidate will have:

- Previous experience in a senior Executive Assistance role
- Extensive diary management experience
- Experienced in taking meeting minutes
- Excellent organisation and planning skills, with ability to multi-task
- Advanced word processing and Microsoft Office skills
- Excellent verbal and written communication skills
- Strong attention to detail
- Ability to quickly establish positive working relationships with key external stakeholders
- Ability to work independently, manage own workload and prioritise accordingly
- Stamina and resilience to cope with changing demands and priorities

Your salary will be determined by qualifications and experience. In addition, LifeArc offers a defined contribution pension scheme, private health insurance, a flexible benefits scheme and 31 days paid holiday per year.

LifeArc is committed to the principles and practices of equal opportunities and to encouraging the establishment of a diverse workforce. It is our policy to employ individuals on the basis of their suitability for the work to be performed and their potential for

development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion or belief. This includes creating a culture that fully reflects our commitment to equal opportunities for all.

To apply please email your CV and covering letter explaining why you want to work for LifeArc to: recruitment@lifearc.org

Closing date: 23 August 2019