

PA Job Description:
Personal Assistant to CFO Government Worldwide and Director of Public Sector AffairsPartner HMP Forest Bank

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| Function: | Government |
| Job:  |  |
| Position:  | Personal Assistant Global Government |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | CFO Government worldwide |
| Additional reporting line to: | Head of Government Affairs |
| Position location: | Flexible, but requirement to be in One Southampton Row, London two/three days per week. |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| To provide timely, well organised and efficient PA support and services to the CFO Government worldwide and the Head of Government Affairs, and provide support, as required, for the team of the CFO as well as building constructive and effective relationships with all stakeholders., acting as point of contact in line’s absence. |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | n/a | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  | n/a |
| Cash conversion: | n/a |
| Characteristics  |  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Head of Government AffairsCFO Government worldwidePersonal Assistant to CFO Government and Head of Government Affairs |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Accurate and timely organisation of related administrative and work schedule requirements
* Positive feedback from CFO Government and Head of Government affairs, team and other key stakeholders
* Build positive, constructive and appropriate relationships.
* Sets the tone of professionalism, HR best practice and high standards with the team and globally. The gatekeeper of appropriate and proactive behaviour and delivery
* Demonstrate ability to effectively manager queries
* Meetings held on time, managed effectively and seamlessly, with the relevant supporting paperwork issued/distributed in a timely fashion.
* Efficient organisation of travel both in the UK&I and globally for the CFO Government and Head of Government affairs and team which reduces stress for them as far as possible
* Minutes are accurate and distributed in a timely fashion
* Compliance with company policy and procedures
* Clear communication and strict confidentiality
* Accurate and timely completion of invoices and expense claim forms
* Organised approach to own work load
* Manages ad hoc items and projects well
* Filing up to date and organised in accordance with protocol for finance and Government
* Travel to other office locations globally if required.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Compose, edit and type letters, mails, reports and other documents along with general administration support.
* Maintain strict confidentiality on work undertaken for and on behalf of the CFO Government Worldwide and the Head of Government affairs
* Produce, format and collate presentations using Power Point for Function, National and Global Sodexo boards and updates spread sheets using Excel
* Produce board reports and presentations within given timescales, ensuring contributors deliver content on time and utilising Power Point where appropriate.
* Take/screen calls on behalf of the CFO Government and Head of Government affairs
* Books appointments, travel, meetings etc.
* Make international and national travel and hotel arrangements, including car hire, taxis, visas etc; produce detailed itineraries achieving the most appropriate and cost effective solutions in line with company guidelines; ensure that all travel documents and destination information is given in advance of travel
* Prepare expense claims form within policy guidelines for the CFO Government and Head of Government affairs and checks expenses submitted by direct reports, and any delegated expense claims in a timely manner.
* Prepare all packs and papers for meetings including monthly business reviews and finance team meetings and all other meetings as appropriate.
* Organises off-site meetings
* Manage the diary, appointment and meeting arrangements for CFO Government and Head of Government affairs. Update any changes or amendments in a timely manner to ensure the meetings schedule is maintained efficiently and effectively.
* Proactively ensure that regular company events are anticipated and accommodated in the diary, and that relevant actions are taken prior to deadlines.
* Take proactive action to ensure that all Employee engagement initiatives are adhered to, and that all direct reports meetings and EPA are anticipated and accommodated in the diary in accordance with company deadlines.
* Ensure that all internal and external Board meetings have attendance, either by the CFO Government or Head of Government affairs as appropriate or an alternate
* Follow up outstanding actions and ensure deadlines are met by team, including the wider region segment finance teams and stakeholders
* Organise and attend specified meetings in various locations alongside the CFO Government to record, produce and distribute minutes within agreed deadlines
* Monitor emails, ensuring that correspondence is appropriated recorded and stored.
* Manage all incoming and outgoing correspondence for CFO Government and Head of Government affairs, taking appropriate action as required, and ensuring it is recorded and stored appropriate
* Where appropriate, raise purchase orders and process invoices for payment with in policy guidelines and timescales
* Manage archiving and storage of crucial information.
* Work on selected projects as and when required.
* Communicate with all clients, visitors, and company personnel in a professional and polite manner
* Support CFO Government and Head of Government affairs, with co-ordination of third party relationships as required.
* Undertake other tasks as requested by CFO Government and Head of Government affairs
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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Comprehensive PA to Director level experience
* Previous experience in booking and organising complex Global travel arrangements
* Diary / email management
* Ideally qualified to RSA1 11level
* Excellent typing skills
* Intermediate knowledge of the following packages: MS Office; ( Word, Power Point, Excel and Visio)
* Excellent communication skills and proven ability to articulate self verbally and in writing, including taking and compilation of meeting minutes and actions.
* Demonstrates initiative and anticipates needs
* Self-starter and self-motivated with ability to prioritise and schedule work under conflicting pressures
* Able to demonstrate a high degree of discretion, tact and confidentiality
* Ability to work under pressure
* Ability to work unsupervised
* Ability to multi-task
* Organised and methodical
* Team player
* Flexibility to work across time zones and support Group HRD Global HR Services out of hours as required.
* A can do attitude and a sense of humour, calm and balanced
* Ideally educated to ‘A’ level standard and must possess O Level/ GCSE Maths and English Language.
* Demonstrates cultural awareness

Desirable* Previous knowledge of working within an HR / Finance department
* Previous experience of working within a global context
* Ability to speak French and ideally another language at least at a basic level

Contextual or other information* As this is a new role and for 12 months will need to support two roles, the individual needs to be flexible and have a real can-do and delivery focused mind-set and take on broad and varied relationships and activities. Given the link with the CHRO building constructive and positive relationships with her PA and the broader Group HR team will be vital to the success of this role.
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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Innovation and Change
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| * Brand Notoriety
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| * Employee Engagement
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| * Learning & Development
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| 8. Management Approval – To be completed by document owner |
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| Version |  | Date 24.10.2016 |  |
| Document Owner | Jean Renton |

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