

Executive Assistant



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

This role will provide administrative support for the Chief Financial Officer, Chief People Officer and CEO of Age International, as well as deliver some support to their senior teams.

What you'll do for us:

Support the Age International CEO, Chief People Officer and Age UK Chief Financial Officer

- Diary management and setting up meetings.
- Monthly credit card reconciliation.
- Travel arrangements in UK and internationally.
- Draft and format documents (including agendas, reports, PowerPoint presentations and letters).
- Take minutes of internal meetings.
- Ad-hoc project support as and when required.

Support teams

- Organise staff meetings (short weekly meeting and longer monthly) co-ordinating topics, arranging speakers, managing presentations



'I have worked in the finance team for over 5 years now and I've really enjoyed the journey so far. Everyone at Age UK is very friendly and supportive. I have learnt so much over the last five years, I look forward to the next five.'

Chai Dev
SENIOR FINANCIAL
ACCOUNTANT

Our values



Collaborative



Impactful



Ambitious



Inclusive

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and technology.

- Collate and edit monthly activity reports.
- Support staff with making travel bookings, including international flights, visas and getting security clearance, along with IT permission to work from abroad. Monitor carbon footprint.
- Work closely with Age UK Procurement to update travel plans on a monthly basis and ensure travellers have insurance coverage.
- Co-ordinate internal and external meetings (e.g. booking rooms/venues, refreshments, agendas, minute taking).
- Support the team with internal or external event planning and delivery. Support the recruitment process of new staff and organise their induction, including ensuring their IT equipment and email address are organised in good time. Also update systems when staff leave the organisation.
- Maintain office systems (i.e. paper and electronic filing, maintenance of distribution lists and spreadsheets).
- Monitor an enquiry inbox, forwarding or replying to questions from the public when needed.
- Support annual planning processes (e.g. creating and completing template reports).
- Support staff with the procurement process and making international payments and work with Age UK Finance colleagues to solve issues as required.
- Support Age International Senior Leadership Team meetings with note taking and action follow through.

What we need from you:

The below competencies will be assessed at the indicated stage of the recruitment process:

Application = A, Interview = I, Test = T, Presentation = P

Experience

Administrative and co-ordination experience - minute taking, diary management, managing payments, and travel support to Directors and teams

A,I

Location

London/Hybrid - with two days a week minimum in the London Office at One America Square. Be in the office in person on Thursdays, plus either Tuesday or Wednesday as a minimum, but ideally all three days

People management

No

Division

Finance, People, and Age International



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

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Experience of organising events	A,I
Experience of maintaining electronic files and records	A,I
Skills and knowledge	
Competency with current office technology including MS Teams, Microsoft 365 applications, emails and calendars, and associated communication tools	A,I
Excellent communication skills to assist with co-ordination	A,I
Personal attributes	
Confidence working across departments and the ability to build strong working relationships	I
Ability to prioritise work and meet tight deadlines	I
Able to use initiative and judgement in dealing with urgent or sensitive situations without direct supervision	I
Ability to work with discretion on confidential matters	I

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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