**Executive and Board Support Officer**

Birmingham

**The role**

To support the Head of the CEO Office to provide confidential, efficient and pro-active support to the CEO and assist the Company Secretariat to provide professional secretarial services to Unity’s Board, Board Committees, and Executive Committee.

*Chief Executive’s Office*

* Provide the CEO with administrative support including diary management, booking meetings, planning and delivering events (by supporting the Corporate Events Officer), preparing travel itineraries and processing expenses.
* Respond to routine queries from internal/external stakeholders by telephone/email.
* Provide administrative support in the delivery of assignments and initiatives on behalf of the Chief Executive’s Office as and when required.
* Co-ordinate and attend management meetings.
* Collate and distribute meeting papers before meetings.
* Follow-up on action points from meetings on behalf of the CEO.

*Company Secretariat*

* Produce and maintain a schedule of corporate meetings and events.
* Organise and schedule meetings of the Board and Board Committees.
* Collate and distribute meeting papers before meetings.
* Maintain the statutory registers of the Bank, including processing share transfers and making updates following appointments and resignations of Directors.
* Prepare and make statutory filings and notifications to the Bank’s regulators.
* Prepare documents for signing/sealing/certifying by the Company Secretary.
* Carry out research and filing of company records.
* Assist in the preparation of simple reports, papers and documents.

**The person**

* Experience of providing secretarial and administrative support to senior executives
* Good interpersonal and communication skills
* High standards of customer service
* Highly organised and pro-active
* Ability to work under pressure to agreed deadlines
* Adaptable to change
* Ability to produce meetings minutes and draft/edit written documents independently
* Competent in the use of Microsoft Word and PowerPoint
* Ability to handle confidential and sensitive information
* Flexibility to work additional/out of hours to fulfil the requirements of the role
* Attention to detail

**Desirable:**

* Experience of working in banking/financial services
* Company secretarial experience

**Benefits**

30 days annual leave
5 days volunteering per employee per year
Company Pension Scheme
Diverse Workforce
Support for relevant Professional Qualifications

Please send your CV to hr@unity.co.uk