



Application Information Pack
PA to Head of Finance &
Business Development

Fixed-Term Contract - Maternity Cover

Introduction to Girlguiding UK

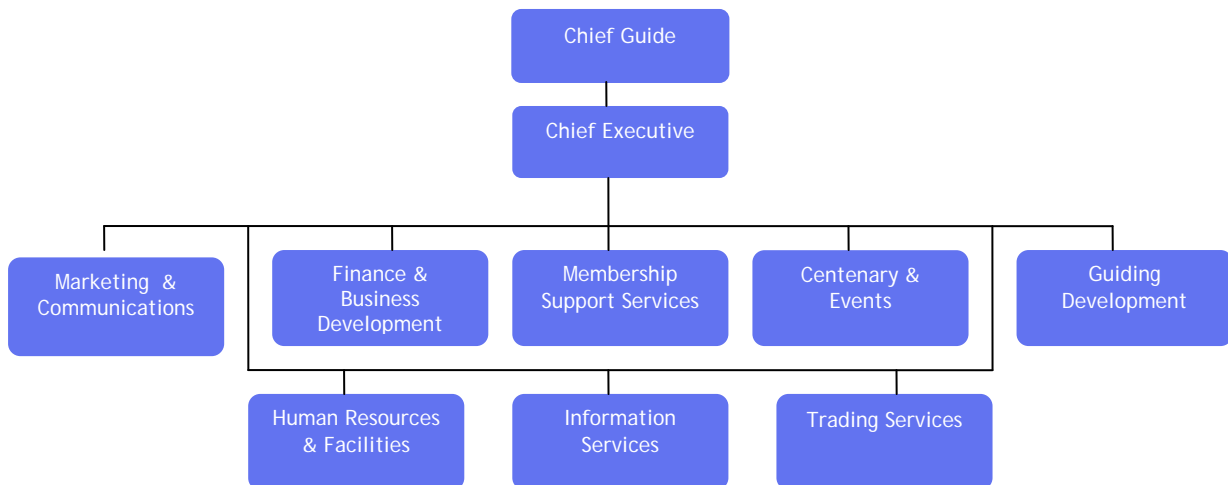
Thank you for your interest in the role of PA to Head of Finance & Business Development. This document provides information relating to the above vacancy and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Girlguiding UK

Girlguiding UK is the largest voluntary organisation for girls and young women in the UK, with more than half of the female population involved in guiding at some point in their lives. Through a range of exciting activities and challenges, we provide opportunities for our members to gain self-confidence and self-esteem within a safe, female-only space.

We have over 200 employees at our Commonwealth Headquarters in central London, Trading Services in Cheshire, and Training & Activity Centres throughout the UK.

Organisational Chart

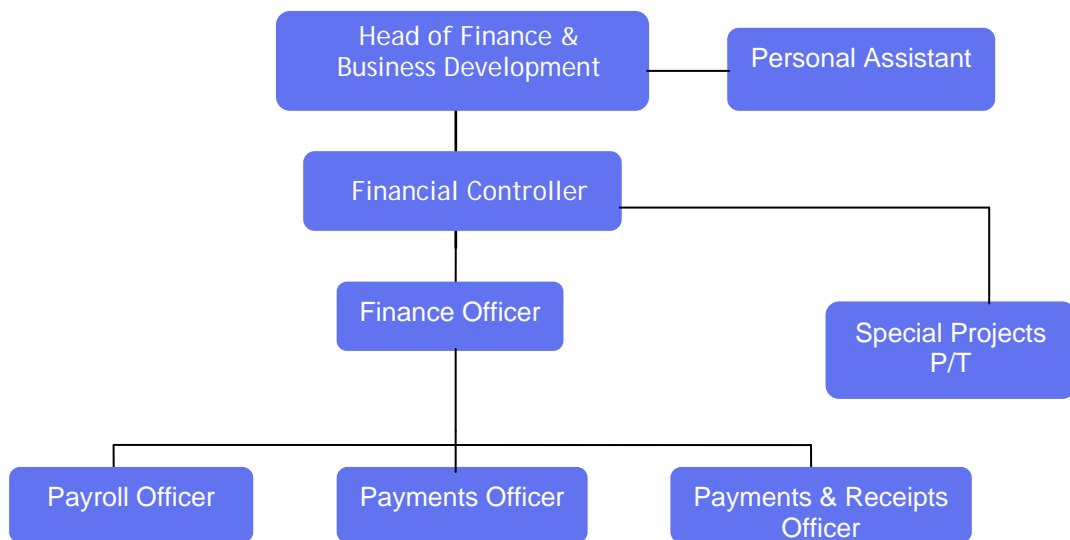


The role of PA to Head of Finance & Business Development

The role of PA to Head of Finance & Business Development is positioned within Finance & Business Development department, and reports to the Head of Finance & Business Development.

Girlguiding UK is recruiting for a PA to work for the Head of Finance & Business Development to cover a period of Maternity Leave. You will provide PA support to the Head of Finance & Business Development and will be responsible for liaising with the Chairman of the Finance & General Purposes Committee. In addition the post holder will provide administrative support to the management team and Trust Corporation.

Finance & Business Development - Organisation Chart



The role of PA to Head of Finance & Business Development

Applications

The closing date for applications is Friday 5 February 2010. Please complete the Application Form and Equal Opportunities monitoring form and return either by post to Human Resources, Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT or by email to HRvacancies@girlguiding.org.uk.

Candidates will be shortlisted on the basis of the application form. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews will be held in the week commencing 8 February 2010 at Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT.

Please note that it is not Girlguiding UK's policy to reimburse applicants in respect of travel expenses to attend interviews.

Job Description

Job Title: PA to the Head of Finance & Business Development	Department: Finance & Business Development
Reports to: Head of Finance & Business Development	Salary: £18,910 plus £3,500 London Weighting
Contract Type: Maternity Cover up to 12-month Fixed-Term Contract	Location: London Victoria, SW1W 0PT
Overall purpose of job	
<ul style="list-style-type: none"> • To provide PA services to the Head Finance & Business Development. • To liaise effectively with the Chairman of the Finance & General Purposes Committee. • To provide administrative support to the management team and the Trust Corporation. 	
Main areas of responsibility	
<p>To carry out the full range of Personal Assistant duties for the Head of Finance & Business Development to include:</p> <ul style="list-style-type: none"> • handling and prioritising mail, and drafting replies for signature • word processing, etc • organising the Head of Finance & Business Development's diary and bring-forward system • receiving and filtering incoming calls for the Head of Finance & Business Development, taking messages, handling enquiries as necessary • organising travel arrangements. <p>To carry out the full range as a Trust Corporation Administrator to include:</p> <ul style="list-style-type: none"> • reconciliations of NatWest Pooled Account, Trust Corporation Current Account and Reserve Account • cash postings • liaising with the legal department • external liaison for Trust Corporation members • maintaining accurate portfolio records. 	

Job Description

Knowledge and skills

To ensure that the Head of Finance & Business Development is in the right place at the right time with the right information/materials.

To provide administrative support to the Chairman of the Finance & General Purposes Committee.

To maintain and develop filing systems for the Head of Finance & Business Development and the Chairman of Finance & General Purposes Committee.

To undertake occasional special project work with or on behalf of the Head of Finance & Business Development.

To undertake administration on behalf of the Finance department in relation to stationery orders, invoice processing, mailing of remittances, health and safety, Time Off in Lieu, Annual Leave, Sickness Absence etc.

Diary management skills and good understanding of Microsoft Outlook.

To provide support in preparing presentations and training for internal and external audiences using PowerPoint and other materials.

To take responsibility for all practical aspects of meetings such as venues, papers, minutes, hosting, etc.

To have good organisational skills and ensure office facilities are kept tidy, fit for purpose and used to best meet the needs of the department.

Problem solving

To develop knowledge of the department and its work, to be able to answer interdepartmental queries and ensure that the most appropriate member of the team takes action.

Innovation

To deal with administrative matters in the absence of the Head of Finance & Business Development and ensure urgent matters are dealt with appropriately.

To contribute to the effective output of the department as a whole.

Planning & decision-making

To organise one-to-one meetings and performance appraisals between the Head of Finance & Business Development and his direct reports.

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To organise meetings, seminars and conferences, and participant packs, etc.

Job Description

Interpersonal skills

To ensure sensitive matters are handled with tact, diplomacy and confidentiality.

To assist in the induction of new staff in Finance & Business Development, sharing working procedures, forms, policies, etc.

To provide support to enquiries made by Girlguiding UK members.

People development and leading:

No responsibility for managing staff.

Monetary responsibility:

To be responsible for managing the Trust Corporation financial investments.

Person Specification

PA to Head of Business Development Person Specification

A = Application Form I = Interview T = Test

Description	Assessment	Essential/ Desirable
Skills		
Excellent computing skills including MS Word, PowerPoint, Excel and Access.	A, T	Essential
Good organisational skills to include setting up office systems, to monitor progress of work and to streamline office procedures.	A, I	Essential
Excellent written communication skills to include the ability to draft correspondence, reports, take minutes, etc.	A, T	Essential
The ability to work with and relate to staff and volunteers at all levels and achieve positive outcomes.	A, I	Essential
The ability to deal with individuals sensitively but firmly and to be able to deal with others in an understanding but also an assertive manner.	A, I	Essential
Excellent oral communication skills - the ability to convey information accurately and handle sensitive situations positively.	A, I	Essential
A good and competent telephone manner.	I	Essential
The ability to work independently and to set own priorities and to use initiative.	A, I	Essential
The ability to manage routine work and projects successfully and keep to deadlines.	A, I	Essential
The ability to deflect unwanted interruptions.	A, I	Essential
The ability to resolve general queries relevant to the position.	A, I	Essential
The ability to effectively multi-task.	A, I	Essential
Experience of		
Experience of providing a comprehensive PA service to a departmental head or to senior manager level.	A, I	Essential
Experience of working effectively in an internal and external customer-focused environment, preferably with a finance background.	A, I	Essential
Experience of preparing formal committee papers and minutes.	A, I	Essential
Experience of working in a proactive and varied working environment.	A, I	Essential
Experience of working with volunteers.	A, I	Desirable
Knowledge		
Basic knowledge of health and safety.	A	Desirable
Values		
A commitment to team working.	A, I	Essential
Understanding of working in an equal opportunities environment.	A, I	Essential
A commitment to the aims of Girlguiding UK.	A, I	Essential

Terms & Conditions

Contract Type

This post will be for a period of up to twelve months on a fixed-term contract to cover Maternity Leave.

Location

You will be based at Girlguiding UK, Buckingham Palace Road, London SW1W 0PT.

However, on occasions you may be required to perform your duties, on a temporary or permanent basis, from any other Girlguiding UK premises within a reasonable travelling distance of this location. You may be required to travel inside the UK on business of the Association.

Salary/Rate

£18,910 per annum plus a discretionary London Weighting allowance of £3,500 per annum.

Working Hours

Normal hours of work are Monday to Friday 9am to 5pm with one hour for lunch. However, you may be required to work at times other than and in addition to your normal hours of work.

Probationary Period

The post will be subject to a probationary period dependent on the duration of the contract.

Length of Contract	Probationary Period
Up to 3 months	1 week
Up to 6 months	1 month
Up to 9 months	2 months
12 Months plus	6 Months

Medical and Criminal Records Check

This post involves substantial access to young people and it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you submit a disclosure application to the Criminal Record Bureau.

Employment is subject to satisfactory receipt of a medical and criminal records Bureau check. Upon successful appointment, you will be required to complete a medical questionnaire and criminal records check.

Terms & Conditions

Holidays

25 days' paid holiday pa plus bank holidays. This increases after 2 years' services as on 1 January to 26 days and then a further 1 day for every 2 years of service, up to a maximum of 30 days for 10 years' service and above. Holidays and bank holiday allowance will be pro-rata for part-time and fixed-term employees.

Notice Period

The minimum notice period required by both parties is as follows:

Length of Contract	Notice
Fixed term up to 3 months	1 week
Fixed term up to 6 months	2 weeks
Fixed term up to 9 months plus	4 weeks

Benefits

Pension Scheme

Upon completion of 3 months' service you will be eligible to join the Girlguiding UK Group Personal Pension scheme. The scheme is contributory. Full details are available from Human Resources.

Interest-Free Season Ticket Loan

You may apply for a loan to assist you with your journey to work upon successful completion of the probationary period.

Simply Health

You will have access to a voluntary healthcare plan that provides cash to employees to cover the cost of everyday healthcare, dental and optical bills.

For more information regarding the employee benefits at Girlguiding UK, please refer to the Employee Benefits Guide in the benefits section of the website.