

JOB DESCRIPTION

Job Title	Executive Administrative Assistant	Job Reference No.	
Department	Finance and Risk & Compliance	Created / Revised	February 2023
Reports to:	Vice President, Finance and Corporate Governance Assistant Vice President Risk & Compliance	No. of Staff Supervised	0

Type of Role	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Intern
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OBJECTIVE: The Executive Administrative Assistant provides administrative support to the VP, Finance & Corporate Governance, and the Risk & Compliance Department; is responsible for managing the department's records, maintaining accurate financial records, scheduling meetings, preparing reports, making travel arrangements, and performing other duties as assigned.

ACCOUNTABILITIES:

FINANCE & CORPORATE GOVERNANCE

- Maintain and manage the records of the department – act as liaison for archival of records.
- Record all cheques received by the Company daily and maintain accurate records.
- Distribute invoices for payments daily and ensure that they are processed in a timely manner.
- Prepare all payment vouchers for the department.
- Manage all department inventory and ensure adequate stock levels are maintained.
- Distribute mail daily to the Finance and Risk & Compliance team.
- Take minutes at meetings and ensure that accurate records are maintained.
- Schedule and coordinate meetings as requested by management.
- Prepare travel authorization, pier diem, travel arrangements upon request.
- Prepare reports for meetings and otherwise as required by the VP, Finance & Corporate Governance.
- Maintain up-to-date records and reports on the Finance & Accounting Team's department's attendance.
- Distribute monthly reports to Local Management & the Parent Company.
- Maintain accurate and up-to-date Bank Mandates for all Caribbean territories.
- Perform any other duties as assigned by the VP, Finance & Corporate Governance.

RISK & COMPLIANCE

- Prepare and file regulatory submissions. (*e.g., Fit & Proper, Salesman/State license, CBTT Annual Return for Agents and Salesman, Application for registration as a Sales Rep etc.*)
- Provide administrative assistance for departmental projects inclusive of monitoring activities.
- Record and prepare minutes of meetings (*department, risk committees, BCP committee etc.*) as per departmental SLAs.
- Prepare reports and distribute material as per departmental SLAs for Risk & Compliance meetings.
- Assist with the preparations for training sessions/workshops.
- Schedule and coordinate meetings, travel arrangements, visitor-arrival, and accommodation etc.
- All other duties as assigned by the AVP Risk & Compliance and VP Risk and Compliance.

OTHER ACCOUNTABILITIES

- Administrative support to the VP, Finance & Corporate Governance
- Administrative support to the AVP Risk and Compliance and the VP Risk and Compliance

SKILLS REQUIREMENTS

- Strong inter-personal and communication skills
- Strong multi-tasking skills
- Strong analytical skills
- Strong problem-solving skills
- Solid digital literacy skills

EXPERIENCE REQUIREMENTS

- 2-3 years of Administration/Secretarial experience

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- BSc Business Management or any other relevant qualification
- Recognized Executive/Administrative Assistant certification
- Computer Skills to include Microsoft Word, Excel, Power Point