

Position overview

Position title	Executive Assistant to Chief Financial Officer
Business unit	Enterprise Solutions
Remuneration type	Total Rewards
Reports to	Chief Financial Officer
Direct reports (role)	Not Applicable
Locations(s) (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Southern Corporate Centre, Mango Hill Northern Corporate Centre, Maroochydore
Success profile	2.5 Support Role Success Profile
Delegation level	Not Applicable

Position purpose

Maintain an efficient and well organised office for the Chief Financial Officer (CFO) in an environment where confidentiality, timeliness, responsiveness, and proficiency are essential. Maintain effective communication channels and excellent working relationships with other Business Units within Unitywater, and effectively manage projects as required.

Position accountabilities

Key functions of the role include:

- Provide efficient and confidential administrative and secretarial support services to the CFO and senior leaders within Enterprise Solutions as required.
- Maintain Board, Committee and Executive Leadership Team meetings paper due dates ensuring CFO has sufficient time to review.
- Review and format Board and Committee papers with high attention to detail in line with internal style guides.
- Liaise with Board Admin and Company Secretary as matters arise ensuring professionalism and timely turnaround.
- Develop and organise office systems in accordance with the overarching corporate systems and procedures, including developing and maintaining effective communication channels, feedback support and follow-up mechanisms, to ensure the effective interface with stakeholders.
- Assessment of incoming correspondence and communications, often of a highly confidential nature, to determine appropriate action (collate background material, prepare draft responses, and refer to others for action or advice where appropriate).
- Preparation of drafts and/or final copy of communication reports, presentations and other documents.

- Prepare timely and accurate reconciliations of the assigned corporate purchasing card for this position and for the CFO.
- Project manage minor special projects as required, from inception to completion, on budget and on time.
- Co-ordinate the preparation and distribution of agendas and confidential documents for Board, Client, Business Unit and other meetings as required.
- Act as a Minutes Secretary at meetings if required and prepare Minutes and action items to enable the succinct and accurate recording of information and ensure that decisions or tasks assigned are actioned.
- Maintain confidential records and filing of reports, correspondence and related material for the CFO.
- Communicate directly with subordinate managers of the CFO and advise them on matters pertaining to their operations as required.
- Use discretion in the CFO absence to refer urgent matters to the appropriate senior executive and inform the executive manager of important developments.
- Liaise with line management and other staff to obtain information for special projects and/or to source documents for research purposes.
- Collect data and compile special reports, particularly those of a confidential nature.
- Provide executive and administrative support services by organising appointments, conferences/workshops and official functions; preparing itineraries; arranging travel; and compiling documentation for conferences/workshops and attend same, to provide executive and administrative support services.
- Maintain effective office and time management practices by prioritising workloads; co-ordinating meetings and managing appointments for the CFO and direct reports and, when necessary, refer to alternative appropriate areas.
- Screen as required incoming telephone calls and unexpected visitors to the CFO and, when necessary, provide appropriate responses and/or refer to alternative/appropriate areas.
- Develop and maintain a detailed knowledge and understanding of Unitywater's role, functions, policies and procedures.
- Provide information and advice to employees of Unitywater by being the initial reference and liaison point for the Enterprise Solutions branch.
- Perform other tasks/projects as directed by the CFO on time and within budget allocation.
- Observe and comply with all Unitywater occupational health and safety standards and practices, and other internal system procedures.
- In all duties, comply with the behavioural expectations set out in the Unitywater Code of Conduct, policies and procedures.
- Meet all HACCP (Hazard Analysis Critical Control Point).
- Meet relevant ISO standard.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

Key relationships

Key working relationships internal and external to Unitywater are:

- Chief Financial Officer
- Enterprise Solutions Leadership Team
- Business unit Executive Assistants

Capability requirements

The requirements for the position are:

- Possession of a relevant academic qualification from a recognised tertiary institution or other qualifications is required.
- Current C Class Drivers Licence.

Within the context of the duties and accountabilities described above, the ideal applicant will be someone who has:

- Comprehensive experience in providing a high-quality standard of professional administrative and secretarial support at an executive level in a dynamic, customer-focused business environment.
- Demonstrated ability to remain calm under pressure and handle shifting priorities with ease.
- The proven ability to provide high level support to an executive, displaying a high degree of judgement, discretion, initiative, integrity, responsibility, and confidentiality when dealing with highly sensitive issues.
- Demonstrated ability to work autonomously, be self-motivated, manage time to meet strict deadlines, respond to set and changing priorities and balance competing (and sometimes conflicting) demands in a change environment.
- Demonstrated analytical, research and problem-solving skills, with the ability to synthesise and summarise complex issues, identify contentious and emergent matters and where appropriate develop potential recommendations and/or implement options for their resolution.
- Advanced written communication skills demonstrating a high level of attention to detail with the ability to produce correspondence which demonstrates an applied knowledge of formal correspondence produced at an executive level that addresses social and business customs and protocols.
- High level interpersonal skills including professional telephone etiquette with the ability to build relationships, present a pleasant and outgoing nature, manage requests, and effectively liaise with all levels of internal and external customers on behalf of a senior executive on matters that vary in their complexity.
- Comprehensive and advanced high-level working knowledge of a wide range of applications including a comprehensive understanding and ability to apply working knowledge of the Microsoft 2007 suite of programs (Word, Power Point, Outlook, Excel and Visio); data base maintenance systems and the use of collaborative record and document handling packages.
- An understanding of the processes used to provide accurate information on both the intranet and internet for external and internal customers and the ability to manage the accuracy of the information in both forums.

- Demonstrated ability to manage the records and documents associated with the efficient coordination of an executive office, including a mastery of version control for both electronic and hard copy documents.
- An understanding of the budgetary and other financial documents controlled by a CFO and a proven ability to assist in the compilation of same.
- Demonstrated ongoing commitment to professional development to maintain and expand relevant professional knowledge.

One Unitywater Behaviours

The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

Create the Future is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

Care Together is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

Own It is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.