JOB DESCRIPTION

TITLE: Administrative Assistant, Governance
SUPERVISORS TITLE: Manager, Governance
DEPARTMENT: Governance
DIRECT REPORTS: N/A
FLSA STATUS: Full-time, Non-Exempt, Hourly
DATE: February 2014

I. ABOUT IFAC
The International Federation of Accountants (IFAC) is the global organization for the accountancy profession dedicated to serving the public interest by strengthening the profession and contribution to the development of strong international economies. It works with its 179 members and associates in 130 countries to protect the public interest by encouraging high quality practices by the world’s accountants. IFAC members and associates, which are primarily national professional accountancy bodies, represent approximately 2.5 million accountants employed in public practice, industry and commerce, government, and academia. Its structure and governance provide for the representation of its diverse constituencies and interaction with external groups that rely on or influence the work of professional accountants.

II. POSITION SUMMARY
This position’s primary goal is to provide exceptional administrative and meeting planning support to the Chief Financial Officer (CFO) and the IFAC Governance team and its related committees. The administrative responsibilities include managing the office of the CFO, travel and calendar management, clerical support and compiling and posting material to the IFAC website and related file maintenance. The meeting planning responsibilities include, but are not limited to, organizing international meetings and events, event contract negotiation and implementation.

The position requires a highly detail-oriented individual with strong administrative skills, a proactive and professional demeanor, with the ability to multi-task across a number of projects and work well in a diverse team environment. To be successful, the ideal candidate will be well-organized, be able to work with little supervision, and maintain excellent business communication and interpersonal skills with the Governance team, as well as with outside clients, who are high-level individuals.

This position also requires flexible work hours, i.e. starting early and finishing late on meeting days (approximately 3-7 meeting days per month).

1 Including the IFAC Board, IFAC Council, Nominating Committee, Governance Committee, Audit Committee and Public Policy and Regulation Advisory Group.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include those set out below. Other duties may be assigned to meet business needs.

- Provide administrative support to the CFO and Governance team.
- Sort and filter requests for the time of the CFO. When appropriate, the Assistant should respond to requests on behalf of the CFO; while referring higher level managerial requests to the CFO and/or other Directors, as appropriate.
- Prepare, distribute and track correspondence from the office of the CFO.
- Prepare and code the corporate MasterCard statements and expense reports of the supervisors (including the relevant meeting cards) for their approval.
- Provide meeting planning support to ensure successful planning and execution of the IFAC Board and Council meetings, Nominating Committee meetings, Chief Executive Strategy Forum, Governance Committee, Audit Committee and Public Policy and Regulation Advisory Group meetings. Meetings could be in person, by video or by telephone. This will include but not be limited to:
  - Helping to identify suitable hotel options
  - Preparing hotel comparison charts
  - Conducting contract negotiations with vendors
  - Supporting IFAC staff in the finalization of contracts
  - Facilitating the registration and attendance of meeting participants
  - Researching host country visa requirements, travel advisories, etc.
  - Process visas as required by host country
  - Set up and clearing of meeting facilities within IFAC offices and offsite for committee and related meetings
- Create and modify documents and presentations for internal and external use. This includes preparing, editing, formatting, posting and distributing meeting agenda materials.
- Clerical processing, distribution list and database maintenance.
- Liaise with Communications department to maintain Governance and related information on the IFAC website.
- Provide backup support for other administrative staff as required.

III. QUALIFICATIONS

- A minimum of 2-4 years of experience as an administrative professional OR meeting/event planning professional.
- Bachelor’s degree OR equivalent training OR extensive experience.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and Internet Explorer.
• Excellent written and verbal communication skills.
• Excellent organizational and event planning skills.
• Excellent negotiation skills and strong phone demeanour.
• Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
• Ability to work independently on assigned tasks as well as to accept direction on given assignments.
• Ability to remain professional when facing challenges.
• Ability to make decisions and exercise sound judgment and use initiative.
• Ability to handle multiple projects simultaneously.
• Strong commitment to high quality work.
• Experience working with overseas clients/employees will be an advantage.
• iMIS or other information management database experience will be an advantage.
• Foreign language skills will be an advantage.

The position will be located in the IFAC head office in New York. Compensation will be competitive, commensurate with qualifications and experience.

IFAC is an equal opportunity/affirmative action employer.

Please visit: http://www.ifac.org/about-ifac/working-ifac

Interested candidates should submit a resume (CV) and cover letter to jobs@ifac.org