

General role information	
Job Title:	Executive Administrative Officer to COO and CFO
Reporting to:	EA to CEO
Salary Band:	BG6
Notice period:	2 months
Career Band:	6
Budget Responsibility?	N (by proxy on behalf of the COO and CFO)
Direct Reports?	N/A
Client facing role?	No
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>The Executive Administrative Officer is responsible for the support of the COO and CFO, smooth running of the International Operations office and Global Finance Team through the provision of high-level administrative support.</p>	

Key Responsibilities

- Provide a full range of confidential administrative and secretarial services to the COO and CFO to ensure they are prepared for days ahead. Prepare meeting papers and agendas for meetings that Directors are attending as well as for the meetings they are hosting/chairing.
- **Diary & invitations:** Proactively manage the COO and CFO's diaries and make informed judgements based on understanding complex demands and conflicting priorities. Inform the COO and CFO of any urgent items to address and prepare them for meetings by providing background and contract information ensuring there is clarity on purpose of meetings. Clarify expectations / tasks specific to COO and CFO. Act as a gatekeeper.
- **Actions:** Ensure COO and CFO have a running list of their actions. Track progress of actions and highlight overdue tasks for the Executive Team meetings, board meetings, and any other key meetings.
- **Email inbox:** Pro-actively and consistently manage COO and CFO email inboxes every other day. Highlight items for action according to urgency. Mark items 'for info'.
- **Board sub-committees:** Support CFO with Board Finance sub-committee and Risk and Audit sub-committee meetings. Organise and administer FINCOM and RAC papers, draft agendas and take minutes. Ensure all actions are tracked and status updated.
- **Plan and organise team meetings,** retreats, conferences, and workshops: offsite room bookings, travel, accommodation, scheduling of meetings, presentations, etc.
- **Communications:** Liaise with Communications to send emails to groups within MSI as required, ensuring that email distribution groups are up to date. Handle enquiries, filter and respond to e-mails according to priorities, and draft documents as required.
- **Travel:** Handle logistics such as booking local and international travel, transfers and accommodation and organise meeting schedules. Prepare electronic travel packs to include meeting materials and agenda.
- **Raise purchase orders:** Raise and manage the approval process for purchase orders for the COO and CFO cost centres. Liaise with Programme Officers regarding the appropriate coding, and work with the Purchase Ledger team to ensure invoices are paid in a timely fashion and in accordance with MSI's payment terms.
- **Expenses:** Submit COO and CFO expenses to offset the balance by the deadline.
- **Timesheets:** Submit timesheets on behalf of the COO and CFO. Approve timesheets of the direct line reports of the COO and CFO.
- **More Together:** Manage content of the International Operations home site of our intranet and shared documents library. Ensure photos represent the team with correct job titles, organise folders and actively manage files and folder.
- **Organisational chart:** Work with HR on monthly bases to ensure Org chart for International Operations and Global Finance teams are up to date.
- **New starters in the department:** Support the regional Team Coordinators when inducting new members of staff to our systems and arrange meetings as appropriate.
- **Support EA to CEO** with admin tasks including Purchase orders, hotel booking, ET and Board meetings admin.
- **Be flexible** and attend office in line with COO and CFO.

Key Skills

To perform this role, it is **essential** that you have the following skills:

- Significant experience working in an Executive Assistant or equivalent role
- Understanding of the requirements and implications of working with senior Executives
- Discrete; Used to handling highly confidential information.
- Demonstrated organisational and co-ordination skills with experience working in a busy environment and juggling fluctuating priorities
- Demonstrated experience of initiating and maintaining support systems in an office environment
- Advanced knowledge of the Microsoft Office suite and database programmes
- Excellent administration and secretarial skills
- Able to organise large scale events
- Strong communication skills; both written and verbal
- Ability to manage a high-level workload and meet tight deadlines

Key Experience

To perform this role, it is **essential** that you have the following experience:

- Proactive; ability to work on one's own and as an integral part of a team; problem solver
- Confident and professional
- Analytical focus; strong detail orientation and numerate
- Customer orientation; ability to develop and manage relationships with internal and external stakeholders; sensitive to a multicultural environment and the communications needs that accompany this

Formal Education/qualification

- No formal educational requirement, qualification through experience is sufficient for the role

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike. You must be pro-choice.

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

Full Name:

Signature:

Date: