

**Executive Assistant – full time, permanent – hybrid working.**

This is an exciting opportunity to join Bath Building Society.

The role is based at the Society's Head Office, but the successful candidate will have the flexibility to manage their own working pattern between home and office subject to any training needs and core business requirements to be agreed with the Director of Risk Management.

Located on Queen Square in the centre of the beautiful city of Bath, the Society has been serving the city and supporting our local community since 1904. As a mutual Society we are committed to being an employer of choice, creating a diverse and inclusive team, managing our environmental impact, and supporting our local community.

We are proud of the strong supportive culture at the Society. It's a highly collaborative environment with great team spirit and we're all passionate about giving Members a personalised service.

There's a lot of exciting business change initiatives taking place right now and you'll be working with great people who know their stuff and are committed to making change happen, while remaining true to the Society's core values.

**What you'll be doing:**

Reporting directly to the Director of Risk Management, the Executive Assistant will provide full secretarial and administrative support to the Board, Chief Executive and members of the Executive Committee and will assist the Director of Risk Management with all governance administration and facilities arrangements across the Society.

**Key Responsibilities**

- Provide full secretarial and administrative support to the Chief Executive.
- Act as secretary for the Executive Committee and Society Management Committees.  
Liaison with external stakeholders including regulators for regulatory visits including applications under the Senior Managers Regime and manage Connect (FCA).
- Lead on AGM related activity and arrangements.
- Maintain Non-Executive information personal and professional information and co-ordinate Director annual returns.
- Collate and manage the Board and Committee paperwork on the Society's governance portal (Admincontrol).
- Provide a corporate administration service to the Board and its members.
- Co-ordinate the policy approval process ensuring the timely completion.
- Set the annual timetable for Board and Committee meetings in consultation with the Director of Risk Management.
- Oversee the day to day work of the Facilities Officer.

- Make all travel and accommodation arrangements for the Board/Executive Committee as required.
- Undertake projects and research as required.
- Maintain reception duties in association with the Facilities Officer

### **Qualifications and Experience**

- Recognised qualification in business administration or similar.
- Proven work experience as an Executive Assistant or Personal Assistant for senior management.
- Experience of financial services.
- Good general level of education.

### **Key skills and Competencies**

- Excellent interpersonal skills - honesty and discretion when dealing with confidential information.
- An ability to prioritise time, plan organise and work independently using own initiative.
- Ability to work both well within a team and also independently.
- A good knowledge/understanding of Health and Safety in the workplace.
- Project management skills.
- IT skills – word, excel.

### **Why should you apply?**

Here are just some of the reasons our colleagues are attracted to work for Bath Building Society:

- Central Bath location with hybrid working opportunities when the job allows.
- Competitive salaries and a good work life balance, we don't expect you to work silly hours.
- Holiday allowance of 27 days (plus bank holidays) with the option to buy an additional five days.
- A day off for your birthday.
- A day off every year to take part in our community volunteering programme.
- Generous pension scheme.
- Insurance and Healthcare benefits after a qualifying period.
- Colleague Forum.
- Health & Wellbeing Forum.
- Charity Fundmatching scheme.
- Support from Mental Health First Aiders.
- Sharing in Success: Annual bonus scheme based on both the performance of the Society and your individual performance.
- Access to the Wider Wallet colleague discounts portal to enjoy discounts off nationwide brands.
- We also have regular social events and some of the best parties!

Interested? Please send a cv and covering letter to [careers@bibs.co.uk](mailto:careers@bibs.co.uk).

**Closing date: 28<sup>th</sup> February 2024**

\*We reserve the right to close this vacancy early if we receive sufficient applications for the role. If you are interested, please submit your application as soon as possible.