



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	PA to Chief Financial Officer
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Contract Type: Part Time, Permanent • Hours of Work: A paid working week of 21.75 hours. • Salary: £19,779 which is 0.6 full time equivalent on the G26 support staff salary scale • Holiday Entitlement: Entitlement is to 30 days annual holiday leave pro rata plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December. • Location: The postholder will be based on the Ravelston site. This role is not suited to hybrid working. Occasional overtime may be required, as agreed with your line manager in advance.
DEPARTMENT	Finance
REPORTS TO	Chief Financial Officer

ROLE DETAILS	
PURPOSE OF THE ROLE	<p>The Personal Assistant (PA) provides high-quality, proactive and confidential executive support to the Chief Financial Officer (CFO). The PA ensures the smooth and efficient operation of the CFO's office, enabling the postholder to focus on strategic leadership across finance, business operations, estates, HR, commercial activities and organisational governance.</p> <p>This is a pivotal support role requiring exceptional organisational skill, sound judgement, discretion, and the ability to manage a diverse and fast-moving workload within a complex environment.</p>
ACCOUNTABILITY	The PA is accountable to the Chief Financial Officer for their day-to-day tasks.
AUTHORITY	The PA has authority as delegated by the Chief Financial Officer.
RELATIONSHIPS	The PA is required to have good working relationships with a wide range of internal and external stakeholders.

DUTIES AND KEY RESPONSIBILITIES	<p>1. Executive Support</p> <ul style="list-style-type: none"> • Provide comprehensive administrative and organisational support to the CFO. • Manage a dynamic and sensitive diary, ensuring effective prioritisation of competing demands. • Coordinate internal and external meetings, including preparation of agendas, papers, briefings and follow-up actions. • Support the CFO in preparing presentations, reports and documentation for the Principal, Executive Leadership Team (ELT), Governing Council and Merchant Company Education Board. • Maintain a high level of confidentiality and handle sensitive information with discretion.
--	---

2. Governance, Compliance & Reporting Support

- Assist with the coordination of governance processes, including scheduling, document collation and version control for statutory, regulatory and audit-related activities.
- Support the CFO in tracking key deadlines for financial reporting, compliance submissions, risk management and policy reviews.
- Maintain accurate records, registers and filing systems aligned with governance and audit requirements.

3. Communication & Stakeholder Management

- Act as a professional and effective first point of contact for the CFO's office.
- Manage correspondence, prioritising issues and drafting responses where appropriate.
- Liaise confidently with senior internal stakeholders, external partners, auditors, regulators, insurers, and commercial contacts.
- Support the coordination of communication across finance, HR, estates, business services and enterprise functions.
- Manage the CFO's inbox and diary.

4. Operational Coordination

- Assist with the organisation of strategic projects, workshops, consultations and planning sessions led by the CFO.
- Support the monitoring of action plans, project timelines and key deliverables across finance, HR, estates, compliance and enterprise oversight.
- Provide administrative support for procurement, contract governance and supplier engagement processes where required.

5. Information Management & Administration

- Maintain accurate and secure digital and physical records, ensuring compliance with data protection requirements.
- Prepare, proofread and format documents, reports and presentations to a high professional standard.
- Support the CFO with research, information gathering and preparation of briefing materials.
- Assist with travel arrangements, expenses and administrative processes.

Additional Information

This is a part-time role supporting a senior executive with wide-ranging strategic responsibilities. Flexibility, responsiveness and the ability to manage sensitive and complex matters are essential. Duties may evolve in line with organisational needs.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Significant experience providing PA or executive support at senior leadership level. 	<ul style="list-style-type: none"> • Experience supporting finance, HR, governance or operational leadership functions. • Experience in education, charity or other regulated sectors. • Understanding of governance frameworks, compliance processes or risk management.
Education/Qualifications	<ul style="list-style-type: none"> • Numerate, with Nat-5, GCSE, or Standard maths (or equivalent). 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Exceptional organisational and time-management skills, with the ability to manage multiple priorities. • High level of professionalism, discretion and judgement when handling confidential information. • Excellent communication skills both written and verbal with a focus on customer service. • Proficiency in Microsoft Office and digital collaboration tools. • Good IT skills using MS Word, Excel, Outlook and Teams. 	<ul style="list-style-type: none"> • Understanding of Finance and Operational business areas.
Personal Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills and confidence engaging with senior stakeholders. • Ability to work independently, anticipate needs and take initiative. • Strong attention to detail and commitment to high-quality work. • Ability to manage different stakeholders confidently and diplomatically. • Ability to multi-task and prioritise own workload with good attention to detail. • Demonstrate professionalism, integrity and discretion at all times. • Uphold ESMS values and contribute positively to organisational culture. • Maintain high standards of accuracy, confidentiality and service. • Build effective working relationships across academic and operational teams. • Commit to continuous improvement and personal development. 	