
JOB DESCRIPTION

Job Title: Group Chief Financial Officer and General Counsel Executive Assistant

Grade: C

Responsible to: Group Chief Financial Officer

Main purpose of job:

To provide tailored and efficient executive support to enable the Group Chief Financial Officer and General Counsel and leadership community to fulfil the duties and responsibilities of their roles.

Key Job Responsibilities:

- Proactively manage and administer the internal and external schedule of the Group Chief Financial Officer and General Counsel in order to optimise time effectively and efficiently, this includes pro-active diary and inbox management
- Taking initiative, coordinate and plan all logistical requirements that enable the Group Chief Financial Officer and General Counsel and the respective leadership team to perform effectively. This includes the scheduling of meetings, organising travel and events
- Coordinate and help produce management information from the division to support with the development of reports and/or meetings with stakeholders, both internal and external
- Pro-actively support the Group Chief Financial Officer and General Counsel and the respective leadership team with preparation for and follow up from meetings. This includes agenda creation, minute taking, drafting emails, facilitating follow up actions with stakeholders and circulating papers, action planning and completion.
- Assist the Company Secretary in devising and agreeing the meeting calendar for the CAF Trustee Board and the key Board Committees (Investment Advisory Committee 'IAC' and Audit, Risk & Compliance Committee 'ARCC').
- Support the Company Secretary in the administration of the UK CAF Trustee Board and Nominations, Remuneration and Culture Committee ('NRCC'), including production of meeting packs, general meeting arrangements on the day, including booking meeting room space/remote access and organisation of refreshments.
- Support the administration of key CAF Board Committees (IAC and ARCC), including liaison with external Board members; production of meeting packs; general meeting arrangements on the day, including booking meeting room space and remote access (when required) and organisation of refreshments; taking and producing formal Minutes.
- Support the administration of the CAF Executive meeting, including production of meeting packs, arrangements on the day and producing notes from the meeting.

- Responsible for the administration of the Group Chief Financial Officer and General Counsel and Leadership community (where required) expenses and company credit card
- Support with the management of invoices from across the division.
- Manage and prioritise effectively the role's schedule of work to best support the Group Chief Financial Officer and General Counsel and their respective leadership team.
- Plan and organise own programme of work without supervision, ensuring a high level of professionalism and confidentiality. Develop and maintain awareness of current developments within CAF. Build productive relationships across the group to promote collaboration.
- Work supportively and collaboratively across the Group Executive team and all internal functions, this includes working when required as a pooled EA resource to cover absence across the Group.
- Act as a culture ambassador with employees, the leadership community and the EA community, contributing towards a contemporary work environment and health and wellbeing
- Any other reasonable duty required to effectively and professionally support the Group Chief Financial Officer and General Counsel and the respective Leadership team in the completion of their duties and responsibilities

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: November 2025

PERSON SPECIFICATION

Job title: Group Chief Financial Officer and General Counsel Executive Assistant

Date: November 2025

Attributes	Essential □	Desirable □	How Evidenced [□]
Experience Understanding and engaging in complex issues and problem solving Intelligent, considered and analytical approach to work Previous experience in a similar role Successfully held support role for C-suite leader, or team	☐ ☐ ☐	☐	E/A/C
Qualifications Good standard of general education Any role relevant qualifications	☐	☐	E/A/C
Training Eternal communications Project management	☐ ☐		E/A/C
Specialist Skills/ Ability/Knowledge Excellent technology skills including use of MS Enterprise tools Excellent minute taking skills	☐ ☐		E/A/C/T
Communication Excellent verbal and written communication skills Strong interpersonal skills Able to engage successfully with wide range of people and develop rapport	☐ ☐ ☐		C/T
Personal Qualities Excellent organisational skills Highly discrete, diplomatic and tactful Highly flexible, mobile and adaptive Resilient and optimistic Considered, honest and organised approach to work Able to work independently and high levels of initiative and autonomy Excellent stakeholder management skills Ability to balance administrative tasks with project management responsibilities High level of professionalism and integrity Strong drive to contribute to civil society	☐ ☐ ☐ ☐ ☐ ☐ ☐		C/T
Special Conditions May be required to travel nationally and internationally May be required to work flexibly to cover international time zones or travel			
Prior to Appointment <i>All posts:</i> - Credit Check - Basic Criminal Records Check* - Employment References - Medical Clearance - Standard Criminal Records Check	☐ ☐ ☐ ☐ ☐		

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment