

APPENDIX ONE:
Job Description



POSITION TITLE:	Executive Assistant to Head of Advisory & Head of Emerging Wealth
LOCATION:	Auckland
REPORTS TO:	Head of Emerging Wealth

POSITION SUMMARY

This position is responsible for the supporting the Head of Advisory (HoA) with:

- Preparing Board and other management reports.
- PowerPoint presentation creation and upkeep for branch updates and financial performance.
- Travel booking and monitoring for Advisory staff.
- Key strategic and tactical projects which impact the operation and delivery of CIP's Private Wealth products and advice.
- Management of key stakeholders.
- Monitoring of various project and budget information for branch network.

The position will also support the Head of Emerging Wealth (HoEW) with:

- Development, maintenance, distribution and on-going management of CIP's retail products, ensuring all products are fit for purpose and compliant with the relevant New Zealand and, where appropriate, international regulations and legislation.
- Key strategic and tactical projects which impact the operation and delivery of CIP's retail products.
- Management of key stakeholders.
- Preparation and filing of internal and external product reporting.
- Preparing Board and other management reports.

The position provides administrative support to HoA and HoEW, including diary, emails, travel management and documentation preparation.

The position also provides administrative support to Emerging Wealth business including the Superannuation and Savings Desks, UK Pension team and START Product team; the Quality of Advice team; and any Auckland based Risk and EPMO team, including travel management, and provides cover for the Executive Assistant to the Head of Private Wealth and Markets.

The EA to HoA and HoEW needs to be able to plan and organise themselves in order to ensure all aspects of the role are carried out efficiently and effectively and to keep abreast of changes to New Zealand financial services regulations and trends.

KEY RESPONSIBILITIES

ADMINISTRATIVE SUPPORT

Executive Assistant duties for the HoA and HoEW including:

- Preparing and monitoring work in progress.
- Diary management, including scheduling internal and external meetings and arranging travel as required.
- Call and email management, filtering and prioritising messages and calls.
- Production of presentations and documents, management reports as required.
- Assist with the preparation of business cases and any Board approvals for any new products or product modifications.
- Assist with the preparation of:
 - Annual budgets
 - CIP Board reports for client service/product activity
 - CIPSML Board reports for product activity
 - QSAM Board reports for product activity
 - Any ad hoc Board papers for CIP, CIPSML and QSAM.
- Minute taking / action points for various Committees including Adviser Panel, Product Committee and other meetings as required.
- Preparation of expense claims and processing invoices for payment.

Providing support for Auckland-based Risk team and the Quality of Advice team:

- Scheduling internal and external meetings and appointments.
- Arranging travel as required.
- Production of presentations, documents and reports as requested.

Provide support for travel management and invoice processing for SSD, UK Pension team and START Product team.

PRODUCT DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

Preparation and filing of internal and external reporting required on behalf of HoEW including:

- all Due Diligence approvals,
- QSAM and CIPSML licence changes,
- Marketing material approvals,
- Client comms approvals etc.

Assist with identifying key stakeholder requirements for the CIP, CIPSML and QSAM products.

STRATEGIC AND TACTICAL PROJECTS

- Assist with the preparation of support material (e.g. business cases, Board papers) for key strategic and tactical projects.
- Assist with managing key providers, including any external third party providers.
- Assist with the management of the delivery of key strategic and tactical projects, attending and minuting steering committees, ensuring any actions or issues identified are addressed and cleared.
- Support HoEW and HoA sponsored projects with minutes, reporting, meeting schedules etc.

STAKEHOLDER MANAGEMENT

- Assist with the management of internal and external stakeholders, including third party outsource providers.
- Ensure regular meetings are arranged and attended with external providers (e.g. NZGT, MMC) and any actions or issues raised are addressed and cleared.
- In conjunction with stakeholders, prepare a requirements statement for any third party outsource providers. Arrange initial contacts and consolidate responses from potential providers. Prepare a comparison overview of the providers to assist with the final selection.

GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the firm from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• University Entrance or equivalent
Knowledge/Experience	<ul style="list-style-type: none">• EA support at a senior executive level• Experience in New Zealand retail financial services and regulations, with knowledge of investment advisory, KiwiSaver and sharebroking.• Effective management of relationships within an organisation, including engaging with senior managers and board members.• Preparing Board papers and business proposals for Boards.• Experience working in medium to large financial services/corporate organisations
Key Skills and Attributes	<ul style="list-style-type: none">• Strong written and verbal communications• Effective time and work management with the ability to prioritize tasks and manage conflicts• Strong experience and knowledge of Microsoft suite including Powerpoint and Excel• Awareness of NZ FMCA regulations, including DIMS and MIS licencing highly desirable