



Job Description

Job title	Senior Executive Assistant
Reporting to	Chief Financial Officer (CFO)
Staff responsibility	None
Location	Swindon (with some flexibility to work from home)

What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

Summary of role

This pivotal role provides high-level administrative, operational, and project management support to the Chief Financial Officer (CFO), ensuring the smooth execution of strategic and day-to-day responsibilities. In addition, you'll offer limited EA support to two further directors and contribute to the smooth running of senior leadership activities, including board and committee meetings. You'll work closely with colleagues across the Executive Support team to ensure seamless collaboration and delivery.

Main responsibilities

Chief Financial Officer Administrative Support

- Provide administrative and operational support to the CFO in their work including
 - monitoring emails and dealing with requests for meetings and documents which require signing, alerting the CFO to urgent matters
 - diary management, including setting up regular staff meetings and dealing with conflicts, monitoring changes as they arise, and ensuring time is set aside for important work
 - briefings for key meetings, researching additional information as may prove useful and providing required documentation in a timely manner
 - tracking and monitoring the CFO's action points and deliverables and supporting the CFO in meeting deadlines
 - providing QA reviews and feedback for all papers, letters and documents produced for the CFO

- providing hospitality for meetings with external guests, ensuring meeting rooms are appropriately set up
- keeping Charity Commission and Companies House registers accurate and up to date, including completion of micro entity accounts and confirmation statements
- acting as the operational lead on Sustainability, organising quarterly steering groups, sharing content on Teams to encourage the organisation, identifying themes and topics for discussion, and liaising with others to produce the annual carbon footprint report
- project managing the production of the Annual Report and Accounts, working closely with the Financial Controller

Committee and Board Meeting Administrative Support

- liaising with the CFO and Treasurer/Managing Director - Publishing to draft agenda
- gathering, editing, and producing pre-meeting packs, uploading them to the board portal and distributing these to committee/board members by the required deadline
- ensuring smooth running of each meeting
- taking accurate minutes on each occasion
- following through to ensure delivery of actions to the CFO and others
- managing the processing of expenses for Trustees/Directors attending these meetings

Director of Domestic Mission and Director of Research and Impact executive support

- Provide limited administrative support to the directors including
 - Diary management
 - Booking travel
 - Holiday email cover

Executive team support

- Working with Senior Executive Assistant to the Chief Executive and Executive Support Assistant to the COO, to provide additional capacity when needed including
 - giving well-organised hospitality and administrative support for leadership team meetings, including minutes of meetings for sickness or holiday cover
 - substituting for the Senior Executive Assistant to the CEO in other duties related to the CEO and the Board of Trustees when they are on leave
 - welcoming, hosting and supporting visitors
 - providing administrative support for preparations for Board meetings
 - providing technological support for Board meetings and supporting the hybrid experience
 - preparing legal documents, such as powers of attorney, and ensuring they are properly authorised and executed in liaison with the Legal team

Ad hoc

- Adhere to Bible Society policies and standards in all your work
- Carry out ad hoc duties which may be required to ensure Bible Society maintains its effectiveness
- Occasional travel for meetings may be necessary
- Participate fully in the corporate life of Bible Society, by attending in-person All Staff Gatherings and departmental meetings as required

Who we need

Qualifications, Knowledge, Experience and Skills

- An understanding of and experience in Christian spirituality, including being comfortable in a working environment where prayer is part of the day-to-day running of the office
- Proven experience in providing administrative support for middle or senior managers, including organising meetings and taking high-quality minutes
- Superb communication skills, written and verbal, including an ability to prepare internal communications with visual impact and review the communications of others for adherence to the principles of good communications, grammar, spelling and brand guidelines
- A proven ability to prioritise and deliver effectively and in a timely manner in a busy environment, while maintaining a calm demeanour
- A track record in building successful relationships, working sensitively with a variety of stakeholders, and being held in high regard by all
- A proven ability to work on own initiative as well as take direction, finishing tasks to high standards
- Proven ability to demonstrate discretion and confidentiality at all times
- An interest in matters related to sustainability and in particular our impact on the environment
- Competent user of Microsoft packages, particularly Word, Outlook, PowerPoint, Excel, OneNote and OneDrive with an interest in and willingness to learn other software (such as iBabs, our board portal)

Personal attributes

- Passionately committed to the vision and mission of Bible Society
- Proactive in anticipating the short- and long-term needs of those you are supporting
- Excellent attention to detail at all times
- A team player
- Character (see below)

Culture and character

Culture

We are committed to building on our unique culture, which is based on an inclusive Christian faith and positive management and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image

Bold – we're willing to work hard and face hard questions, because we trust each other

Skilful – we study, learn and practise, making the effort to serve others with our best

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together

Character

As well as recruiting for talent, experience and expertise we are also very interested in the character of our staff and would like to know how you demonstrate the following:

Character for leadership – you will be self-aware and know what it takes to connect well with others, which will enable you to inspire, challenge and support others.

Character for teamwork – you will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you will recognise the organisational structure, vision and mission and will constructively and proactively support these, so we operate effectively.

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