



Manager, Office of the CEO

Our Vision

To be the most prominent Financial Advisory Firm in Regional Queensland, with a full service offering that supports our clients' goals.

Our Values

Family values of care & support, performance focused, outcome driven, Client centric.

About Us

Carey Group are an integrated accounting and financial services firm, well established in North Queensland to deliver outcomes for clients across our region, a commitment the Partners and team share.

Since 1951 starting out as a small accounting firm in Ingham, Carey Group has continued to evolve, transforming into a multi-disciplinary company with a team of over 90 professional staff across five locations – Townsville, Ingham, Cairns, Tablelands and Brisbane.

At Carey Group our focus has always been to grow with our clients. Based on our reputation of quality business, accounting and tax solutions, our service offering has grown to include Financial Advice, Self-Managed Superannuation, Bookkeeping, Auditing, Business Advisory and Marketing services.

Purpose

Reporting to the CEO and / or delegate, this position is responsible for the office of the CEO encompassing all corporate service functions at Carey Group. The Manager, Office of the CEO will manage the function and provide professional administration and coordination support to the Office of the CEO. This role will assist in development of the Office of the CEO as the organisation undergoes significant growth and will be required to effectively collaborate with the Carey Group Partner team and broader organisation to support the organisation's strategy.

Key Responsibilities

- Provide high level executive administrative and coordination support to the Office of the CEO including, but not limited to, diary management and scheduling of meetings, email management, report writing, presentation drafting, document preparation, invoice processing, credit card reconciliation, filing and other general administrative duties.
- Maintain CEO's and chairperson's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel with administrative support.
- Monitor, implement and evaluate administrative practices, systems and procedures to support the CEO, with an emphasis on optimising efficiency and support the delivery of quality outcomes.
- Analyse enquiries and requests from internal stakeholders, determine and take appropriate action on behalf of the CEO - including the redirection of enquiries to appropriate personnel within the organisation.
- Liaise with and offer assistance to other members of the Office of the CEO, particularly People and Culture, IT, Marketing, Legal, Operations and Finance (and others as required) to ensure actions items have been progressed in a timely manner.
- Conserve the CEO's time by reading, researching, collecting and analysing information, routing correspondence and drafting letters and documents.
- Represent the CEO by welcoming guests/clients/visitors/Board members and other stakeholders by greeting them in person or when engaging with stakeholders over the phone/other IT platforms.
- Fulfill a Secretariat in preparation for all Partner, Board and Committee Meetings, ensuring the CEO is prepared. Proactively follow up matters and action items arising from such Board and Committee meetings.
- Record minutes for Partner and other CEO / Chairperson meetings, including the management of

Manager, Office of the CEO

action items and progress of initiatives with relevant parts of the organisation.

- Coordinate, manage, develop and produce reports, briefing notes, presentations and correspondence required for external stakeholders.
- Assist the CEO to ensure reporting is carried out in line with regulated and legislated requirements.
- Undertake other administrative and coordination support tasks as requested by the CEO.
- Project management of key strategic initiatives to support the CEO or Chairperson.

Selection Criteria

Essential

- At least 5 years' senior administrative experience including at an executive level, directly supporting a CEO or equivalent
- Strong oral and written communication skills
- Highly developed and structured organisational and time management skills, with an ability to prioritise and resolve conflicting requirements
- Strong understanding of information management, governance and confidentiality.
- High level of initiative and advanced problem-solving skills
- Advanced skills in all Microsoft Office programs and related applications
- Demonstrated attention to detail and accuracy
- Flexibility in working hours in order to fulfill key responsibilities in timeframes agreed

Desirable

- Experience working in the financial industry at a senior administrative level would be an advantage
- A strong commitment to continuous professional development
- Business administration qualifications would be highly regarded

Policies and Procedures

Comply with all relevant Carey Group Policies and Procedures relevant to your position

Employee Acknowledgement:

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. All team members are required to act at all times with integrity and professionalism and within reason can be asked to undertake tasks within their current level of competence and ability.

I have read and understand the position description and agree to carry out the duties and responsibilities outlined above. I note that position descriptions are reviewed periodically and may be changed, after consultation, at any time.

Name:	Signature:	Date: