

VJW International is recruiting a full-time Executive PA to help run the London office:

Vacancy for an

EXPERIENCED Executive Personal Assistant to the Managing Director

“Behind every successful Director is a great PA”

About us

VJW International is a specialised consultancy company in the field of Foreign Policy and Development Cooperation. VJW International provides intellectual consultancy services to Governments and other public clients in the field of foreign policy and development cooperation. Our clients include the European Union, the UK FCDO, the United Nations, Embassies and Ministries of Foreign Affairs worldwide etc.

Profile sought

We are looking to improve the daily operations of our company by bringing an **Executive Assistant** to our team to provide **multi-level, professional and administrative support to the Managing Director (MD)** in managing all aspects of the consultancy. We are looking for a **pro-active and independent person with strong organizational and accountancy/bookkeeping skills**. You will be ideally interested in international affairs and development cooperation.

The candidate will have a proven track record preferably in a business start-up situation or successful small professional business and be experienced in handling a wide range of administrative and executive tasks including accountancy and finance, IT and social media, human resources management etc. as well as have strong skills set in managing and developing processes. Excellent command of the English language is an essential criterion. Additional French will be considered a strong asset.

As Executive Personal Assistant, you'll work closely with the Managing Director to **organize and coordinate office operations** to ensure organizational efficiency.

Key Accountabilities

1. To support the MD to run the consultancy efficiently by **implementing, maintaining, improving and developing professional office management systems, processes and procedures at all levels** (financial, HR, data management, filling, operational, organisational, IT etc.) to ensure the consultancy's services are always competitive and professional, maintaining and enhancing VJW International's reputation as a leader in the sector.
2. To implement and maintain the consultancy's **financial procedures** (both at project and corporate levels) and to oversee the production of regular, accurate **financial information** to enable the MD



to monitor the progress of the consultancy against financial objectives and to support operations manage financial aspects of VJW's projects in international development.

The job holder will oversee the company's bookkeeping and the operation of XERO online accounting software to ensure that VJW International's project invoices are produced in a timely fashion, suppliers are paid promptly, quarterly VAT returns are produced, all project and cash expenses are monitored, consultant's invoices are handled expeditiously, etc.

3. In collaboration with the MD, develop, gain approval for, and implement a **strategy to ensure the company's website** is continuously improved and updated, and **company visibility** is continuously enhanced using the appropriate media tools [LinkedIn, Twitter, Facebook, etc.] such as:
 - update the company brochure(s) and external communication material,
 - develop the company intranet,
 - enhance regular internal and external communications, including 'project posts.
4. To manage the **Managing Director's diary, travel and logistics, schedule of meetings** and to prepare the Director's timesheets. When required, to **represent the MD and VJW International** in both internal and external virtual and face-to-face meetings. Importantly, this will involve the job holder in proactively contributing to the **overall management** of the consultancy's business. Occasionally, to travel with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
5. To support the team to efficiently manage their responsibilities and when needed, to carry out specific projects and research and/or to actively participate in the identification of new public procurement opportunities for international Development Cooperation and Foreign Policy projects.

Essential experience required

- Min. 4 years' experience as Personal Assistant or Office manager Accountancy and bookkeeping skills with solid knowledge of XERO.
- Proven experience (4 years' min) in office management systems and procedures with strong organizational and planning skills, excellent time management skills and ability to multi-task and prioritize work.
- Strong IT skills, including knowledge of a range of office software packages (Office, Teams, WordPress etc.)
- Strong problem-solving skills and results-focused personality.
- Good interpersonal skills and ability to work with an international team
- Excellent communication skills, fluent in English with impeccable drafting and spoken language.
- Fluency in French will be considered a strong asset.
- Good understanding of public procurement systems and tender processes will be considered a strong asset.



VJW International
FOREIGN POLICY & DEVELOPMENT

Conditions and location

- Location: Borough of Camden, London
- A mix of office and home-based work is temporarily possible in line with Gov Covid-19 guidance
- Financial conditions commensurate to experience and qualifications.
- Interviews will be held in the second half of January
- References will be requested.

If interested, please send your CV and a motivation letter to recruitment@vjwinternational.com

Deadline: 17th of January 2022. Kindly note that **only applicants meeting the essential requirements will be contacted.**