



## **Executive Assistant to the Chief Financial Officer – Fulltime role (38hours per week)**

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for 121 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant boarding, academic, cultural and sporting program that extends across the full year and two campuses.

At TSS, our students and staff reach their full potential in a safe environment of respect, and genuine caring. In partnership with families and our alumni, we challenge and support our students to become men who balance confidence with compassion.

In support of our School values of **Teamwork, Scholarship, and Service**, we are an experienced Executive Assistant who will be responsible for providing executive-level administrative support and office management services to the Chief Financial Officer. This role will be required to communicate professionally, personally, and effectively with all staff as well as internal and external stakeholders including but not limited to the School Council and the Anglican Schools Commission. This role requires the application of discretion, confidentiality and sensitivity, empathy and warmth as well as the ability to competently manage layered and competing priorities daily.

We are seeking candidates who:

- Have demonstrated experience in a high level, faced paced, administrative office environment.
- Can record and formally document meeting minutes, as well preparing any other formal documentation and papers as required,
- Have advanced capabilities in the use of Word, Excel and Outlook.
- Will operate independently, resourcefully, and with confidence and competence, and who will demonstrate sound judgement, critical thinking and initiative in support of the CFO and his office.

All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Christian Ethos of the School. Candidates must be eligible for, or hold current Working With Children Check (Blue Card), submit to an Anglican Diocese National Register check. Candidates will be asked to provide a recent national criminal history check.

For further information about the position, including a detailed position description and to apply, please see the [TSS website](#).

All applications must include a current CV and a 2-page statement in response to the Key Selection Criteria which must be submitted online by **8am Monday 13 November 2023** [TSS Employment Applications - Executive Assistant to CFO](#).

Candidates should address applications and questions to the People and Culture Manager, The Southport School via email [Kirsty.payne@tss.qld.edu.au](mailto:Kirsty.payne@tss.qld.edu.au)

*TSS is an equal employment opportunity employer*