

COMMONWEALTH MAGISTRATES' AND JUDGES' ASSOCIATION

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT

RESPONSIBLE TO: SECRETARY GENERAL

LOCATION: CMJA'S OFFICE, Uganda House, 58-59 TRAFALGAR SQUARE, LONDON WC2N 5DX.

PURPOSE

To provide the full range of administrative support to the Secretary General including assistance with financial management and bookkeeping for the smooth running of the charity. To assist with the external events and activities including the annual and triennial conferences. To contribute to updating the websites, producing leaflets and general publicity and marketing of the charity.

NATURE AND SCOPE OF THE JOB

General Office Duties:

- keep and maintain records of the financial situation of the Association (bookkeeping, reconciling bank statements, send out invoices, banking cheques);
- provide general secretarial support (filing, answering routine enquiries, photocopying, ordering stationery and office supplies, general postage and undertaking mailings both by post and email);
- manage the association's email boxes including responding to general enquiries and liaising with the membership coordinator in relation to membership enquiries and processing of payments;
- research and investigate best deals with existing or new suppliers;
- researching deals for travel, accommodation and transport for CMJA staff and volunteers for annual and triennial conferences and events (including conference facilities, menus, printing, freight and computer services);
- be proactive in suggesting and implementing administrative improvements to support the smooth running of the charity.

Financial duties:

- recording income and expenditure of the charity and other bookkeeping requirements
- take occasional payments over the phone, in person or electronically (including issuing of paypal invoices);
- sending invoices, banking cheques, reconciling bank statements against the cashbook.

Assistance with External Events

- Provide assistance the Secretary General with the organisation of the CMJA conferences (including liaising with suppliers and local organising committees;
- Assistance with the organisation of training courses or other seminars events being held;
- Providing assistance with the marketing of conferences, training courses and events.

Development and Promotion of the Association

- Assisting in the marketing of the CMJA, Commonwealth Judicial Journal (CJJ) and Newsletters;
- Providing letters of introduction to judicial officers travelling within the Commonwealth; assist in arranging court visits;
- Investigating promotional prospects and sponsorship for the CJJ and Newsletters;
- Assist where required in proof-reading of the CJJ and the Newsletters;
- Assist with the updating of the CMJA websites;
- Liaising on printing and distribution of the Journal and newsletter.

Other Duties:

- To be able to communicate policy of the CMJA on various issues and to adhere to policy requirements of the CMJA;
- Comply with the data security requirements and procedures at all times and process data in line with the General Data Protection Regulations 2018;
- Any other duty that might be required from time to time to assist in the smooth running of the Association.