

ADVOCACY COORDINATOR/ADMINISTRATIVE ASSISTANT

PURPOSE:

Reporting to the CEO, this Advocacy Coordinator/Administrative Assistant role is responsible for providing comprehensive administrative support and ensuring the smooth operation of the FMA Secretariat. This role involves engaging with stakeholders at multiple levels and requires a strong focus on professionalism, attention to detail, and operational effectiveness.

PRIMARY RESPONSIBILITIES:

Administrative

1. Organisation of meetings (Executive Council, Committees, AGM, Annual Strategy Retreat)
 - a. Determine meeting dates at beginning of year and send out invitations
 - b. Prepare and circulate agenda
 - c. Attend meeting and take minutes
 - d. Circulate minutes and action points from minutes
2. Organisation of Events and other external meetings
 - a. Annual Strategic Retreat
 - b. Annual Quiz Night
 - c. Paul Sigsworth Award
 - d. CSR Event
 - e. Regulators CMA, RBA
 - f. Other parties
 - g. Training
3. Prepare financial reports
 - a. Prepare P&I, BS, Cashflow, AR aging analysis, Budgets
 - b. Prepare annual accounts for audit
 - c. Organize Audit
 - d. Organize annual return
 - e. Prepare payments to vendors
 - f. Invoice members and collect members' dues and event payments
4. Social media and communication
 - a. Work with website designer
 - b. Update website
 - c. Manage LinkedIn page
 - d. Manage FaceBook page
 - e. Message members on WhatsApp keeping them up to date

SECONDARY RESPONSIBILITIES:

Operations Support

- Support CEO in running an efficient and responsive Association
- Member recruitment - communicate with potential new members
- Assisting in monthly production of Unit Trust performance dashboard
- Performing any other duties as may be assigned from time to time.

PERSON SPECIFICATIONS

Academic & Professional Qualifications

- Undergraduate Degree in Finance and/Investment Analysis/Economics.
- Actively pursuing CIFA qualifications

Experience

- At least 3 years' relevant work experience preferably in another Association body. Exposure in Fund Management Industry is an added advantage

Skills

- Administrative Expertise: Strong organizational and multitasking skills to handle scheduling, correspondence, document management, and office operations efficiently.
- Advocacy & Stakeholder Engagement: Ability to liaise with external stakeholders, government agencies, industry bodies, and members of the association to support advocacy efforts.
- Communication Skills: Excellent written and verbal communication for drafting reports, communicating with stakeholders, and supporting internal and external correspondence.
- Project Management: Ability to coordinate and manage projects related to advocacy initiatives, events, and operational tasks with a focus on meeting deadlines.
- Attention to Detail: Strong focus on accuracy in documentation, data management, and stakeholder communication.
- Technology Proficiency: Competence with Microsoft Office Suite (Word, Excel, PowerPoint), email management systems, and other office software tools for administrative tasks.
- Event Coordination: Skills in planning and managing events, meetings, and conferences, including logistics and stakeholder coordination.
- Problem-Solving: Ability to handle challenges, make decisions, and propose solutions quickly and effectively in a fast-paced environment.
- Time Management: Ability to prioritize tasks and manage time effectively, particularly when juggling multiple responsibilities.
- Research and Analysis: Skills to assist in gathering information and preparing reports on policy, regulatory issues, and other relevant topics.

Attributes:

- Professionalism: Consistent demonstration of professionalism when interacting with internal staff and external stakeholders at all levels.
- Discretion and Confidentiality: Ability to handle sensitive information with the utmost discretion and maintain confidentiality.
- Initiative and Proactivity: A proactive approach to identifying needs, proposing improvements, and taking independent action to support the CEO and overall operations.
- Adaptability: Flexibility to adapt to changing priorities and demands, especially in a dynamic, stakeholder-facing environment.
- Team Player: Collaborative mindset, able to work effectively with colleagues across various departments and levels.
- Strong Work Ethic: Commitment to consistently delivering high-quality work, meeting deadlines, and maintaining attention to detail under pressure.
- Client-Centric Attitude: A positive, solution-oriented approach when engaging with stakeholders, prioritizing their needs, and delivering excellent service.