

## Executive Assistant to the CFO

*Based in London*

### About Zeal Network SE

ZEAL is the world's leading interactive lottery company. We aim to create a better world of lotteries through innovation, digitalisation and entertainment. Offering consumer facing lottery-based games as well as B2B solutions; ZEAL operates across three locations (London, Madrid, Hamburg). With nearly 300 exceptionally talented people from 24 different nationalities, we are a truly international and diverse company. Whilst we are a publicly listed company, we still live and breathe the start-up culture and the idea that every ZEAL employee acts and feels like an owner in their daily work.

ZEAL Network SE is a London based company, founded in Germany in 1999 and previously named Tipp24 SE. It's listed on the Frankfurt Stock Exchange and is included in the SDAX index. This year we expect to generate total revenues of 135 to 145 million Euros and earnings (EBIT) of 35 to 45 million Euros.

Our ZEAL open plan office is located in the heart of London with a sociable working environment that encourages their employees to work across functional teams. Our people are our heart and soul, and we are looking for you to help us building momentum.

### About the Executive Assistant Role

ZEAL is seeking a business and internet savvy, Executive Assistant to support our Chief Financial Officer. This role is based in London working closely with the wider Finance team and Senior Executive Management of the organisation.

This role requires someone who is highly confidential, detail-oriented and can take ownership and can manage projects independently. Our ideal candidate is a high-energy, highly motivated person who loves working with people and making things happen. We are looking for someone who is comfortable taking ownership for an executive's schedule, travel and correspondence.

### Key Responsibilities

Your responsibilities will include, but are not limited to:

- Provide executive assistance to the Chief Financial Officer
- Provide support as needed to other Executives and wider Finance team
- Deliver full diary support including proactive technology preparation for meetings and calls
- Provide E-mail management whilst maintaining complete confidentiality
- Develop & maintain strong internal and external relationships
- Prepare PowerPoint presentations from scratch
- Complete general correspondence
- Proofread & edit key documents
- Arrange and coordinate travel and accommodation requests
- Create & manage expense reports
- Perform other ad hoc PA responsibilities
- Provide Front Desk support as needed for coverage

## Key Skills & Experience

- Proven experience in an Executive Assistant role supporting C-level executives within in an international, fast-paced environment
- Excellent level of attention to detail
- Ability to work proactively & autonomously
- Results oriented, self-motivated and driven
- Ability to manage a busy workload, juggle conflicting demands and work with highly confidential information on a regular basis
- Demonstrated excellence in written and verbal communication in English including excellent grammar & the ability to proofread documents and edit them as necessary
- An effective communicator and listener
- Excellent computer skills (Word, Excel, Outlook, PowerPoint, and various internet browsers)
- Ability to look beyond the obvious to seek ways to improve the efficiency of our team
- Confident in level of experience
- A proactive & pragmatic approach in all situations
- Efficient and well organised
- Strong work ethic
- Approachable, friendly nature and an ability to get along with others
- Available to work an 8 hour day starting at 8 am or 8:30 am in the office with the ability to be flexible on evenings or weekends as urgent situations arise [to be agreed directly with the CFO]

## Remuneration Package

In addition to a competitive salary the package offers;

- Annual performance related bonus of 10% for achieving targets (30% Company related, 70% personal performance driven)
  - Group personal pension whereby the Company contributes 5% of basic salary following successful completion of probation period (backdated to start date) + up to a further 5% maximum Company contribution to match personal contributions, following probation
  - Personal private medical insurance with BUPA following successful completion of probation period
  - 28 days annual leave plus public holidays
  - Interest free annual season ticket loan upon successful completion of the probation period
  - Life Assurance (4x basic salary) from day 1
  - Childcare vouchers from joining
  - New and quirky offices based in Farringdon offering coffee machines, fridge, vending machine, fresh fruit, bean bags, Green area, table tennis, foosball and X-box facilities
  - A full breakfast provided every Monday morning
  - Annual staff events and regular social events
  - Very friendly, professional and sociable environment
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