**PERSON SPECIFICATION**

**Post Title:** ERDF Business Growth Administration Support Officer

**Post Reference:** TVCA

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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | GCSEs (A\*-C) in English and Maths. | NVQ2 and/or NVQ3 in Business Administration or equivalent qualification. | Application |
| **Experience and knowledge** | Experience of working in an office environment.  Experience of filing and record keeping.  Experience of operating office support systems, including financial management systems.  Experience of completing clerical duties and knowledge of office procedures.  Experience of CRM systems. | Experience of working with different funding streams, in an administrative capacity.  Experience of financial and management information systems particularly in relation to use of various forms of public funding, grants etc. | Application  Interview |
| **Skills** | Good communication skills.  Ability to produce quality written work and financial information.  Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.  Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner,  Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook. |  | Application  Interview |
| **Personal Attributes** | Organised, highly motivated and enthusiastic.  Keen attention to detail.  Ability to cope with a diverse workload. |  | Application  Interview |