

PERSON SPECIFICATION

Post Title: Senior Administration Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Appropriate Level 3 Administration Qualification (NVQ) or the equivalent level of relevant of knowledge gained through direct work experience in a related role</p> <p>5 GCSEs A-C Grade</p>	Appropriate Customer Care related qualification	Application
Knowledge & Experience	<p>Experience of reception duties and customer care</p> <p>Experience of providing a wide range of administrative and financial support</p> <p>Experience of providing personal assistant/executive support</p>	<p>Experience of financial and administration systems</p> <p>Knowledge of local government procedures in respect of administration and finance</p>	Application & Interview
Skills	<p>Excellent communication skills</p> <p>Excellent IT skills (Finance systems, Microsoft suite of products – word, excel etc)</p> <p>Ability to work with confidential and sensitive information</p> <p>Ability to use own initiative and manage own workload</p>		Application & Interview
Personal Attributes	<p>Flexible and adaptable to change</p> <p>Keen attention to detail, organised and efficient</p>		Application & Interview