

PERSON SPECIFICATION

Post Title: Senior Administration Officer

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