



## PERSON SPECIFICATION

**Post Title: Senior Administration Officer**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	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 (including English)	Appropriate Customer Care related qualification	Application
<b>Knowledge &amp; Experience</b>	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  First line management experience	Experience of financial and administration systems  Knowledge of local government procedures in respect of administration and Finance  Understanding of Office health and safety Issues	Application & Interview
<b>Skills</b>	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
<b>Personal Attributes</b>	Flexible and adaptable to change  Keen attention to detail, organised and efficient		Application & Interview