

Person Specification

Senior Administrative Officer

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| **Required Skills / Experience** |  |
| Minimum 5 years office experience | Essential |
| Experience of managing colleagues | Essential |
| Education to A level equivalent or above | Essential |
| Experience of databases i.e. entering and extraction of data | Essential |
| Experience and expertise in use of spreadsheets to display and analyse financial information clearly | Essential |
| Experience in composition and presentation of reports and / or procedures | Essential |
| Accurate minute taking | Essential |
| Excellent interpersonal, verbal and written communication skills | Essential |
| Ability to be organised, planned and structured in your approach | Essential |
| Experience of “HR” processes e.g. sickness & leave | Desirable |
| Experience of developing budgets | Desirable |
| Experience of developing successful funding applications | Desirable |
| Qualification in Business Administration / Management | Desirable |
| Ability to work independently and equally well with others | Desirable |

**Notes to candidates**

Please refer to this document in detail when completing your Personal Statement. If you do not address each point in the Person Specification it is unlikely you will be shortlisted.