



Administrator

First Base

Person Specification

Ref: 021

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to each of the points marked with an asterisk (*) in turn, and for each point, clearly explain how your experience, skills and knowledge meet the requirements.

Experience

- * 1 Experience of office systems and procedures.
- * 2 Experience of maintaining computerised databases (e.g. Access) and paper-based records

Skills/Ability/Knowledge

- * 3 Computer literate and confident in using Windows, Outlook, Word and Excel.
- * 4 Experience of managing petty cash and banking.
- * 5 Good level of numeracy and experience of working with office finance systems.
- 6 Excellent interpersonal and communication skills both verbal and written.
- * 7 Ability to be self-motivating and to organise and prioritise workload independently.

Other Qualities

- 8 Ability to work under pressure and to remain calm and tactful.
- * 9 Ability to be sensitive to the needs of homeless men and women, people with mental health difficulties and substance misusers.
- * 10 Good understanding of issues surrounding client confidentiality
- 11 Willingness to work as part of a team.
- * 12 Understanding of and commitment to equal opportunities