

Participation and the Practice of Rights Project
Person Specification

ADMINISTRATOR

	<i>Essential</i>	<i>Desirable</i>
Experience	<p>A minimum of 2 years :</p> <p>Maintaining financial systems and controls and providing accurate financial information for management</p> <p>Using financial packages e.g. Sage, QuickBooks etc</p> <p>Developing and maintaining administrative procedures and systems</p> <p>Providing administrative support to a wide range of activities, meetings and events</p> <p>Maintaining information management systems and databases</p>	<p>Relevant qualifications and/or training e.g. accounting package</p> <p>Working in a budget monitoring environment</p> <p>Experience of event management</p> <p>Assisting with the development of e-bulletins and newsletters and the maintenance of websites</p>
Knowledge/ Skills/ Aptitude:	<p>Proven track record of valuing accuracy and attention to detail within your work</p> <p>Excellent oral & written communication skills</p> <p>Demonstrable ability to work on own initiative and prioritise to meet deadlines</p> <p>Ability to play a positive role as part of a team</p> <p>IT literacy</p>	<p>Understanding of GDPR</p> <p>Advanced IT skills and ability to learn new IT applications and advise others on their use</p>

Commitment:	Ability to work in a non partisan way, with all sections of society	
Circumstances	Available for occasional evening and weekend work (TOIL will be given)	