

PERSON SPECIFICATION

NAME OF PROJECT: Central Administration

JOB TITLE: Centre Administration

CRITERIA

Experience:

1. Office administration
2. Use of computers and other office equipment
3. Filing and other office systems
4. Working in situations where confidentiality is necessary
5. Telephone/Reception experience
6. Invoicing and Debtor review
7. Petty cash system

Skills and Abilities:

8. Excellent organisational skills
9. Excellent IT skills
10. Minute taking, typing, emailing and work on the Internet
11. Communication and interpersonal skills
12. Patience
13. Prioritisation and time management skills
14. Accuracy with financial data

Knowledge:

15. IT systems and equipment
16. Office systems
17. Invoicing and debtor control

Education/Training:

18. Good command of English, both written and verbal
19. GCSE/NVQ II or equivalent
20. Training in use and application of computers, especially Microsoft Office

Other requirements:

21. To be able to work on own initiative, under supervision and as part of a team

Legal requirements:

22. Criminal Records Bureau clearance will be required

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DAA
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Action Alliance

