

COMMUNITY COUNCIL FOR SOMERSET PERSON SPECIFICATION FORM



POST: Admin & Finance Support Officer

ATTRIBUTES	ESSENTIAL Requirements necessary for effective performance of the job	DESIRABLE Where available, elements that contribute to improved/immediate performance in the job
Qualifications & Training	<p>Qualified to a minimum of GCSE level or NVQ equivalent (including Maths and English).</p> <p>Willingness to undergo further relevant qualifications/training.</p>	
Knowledge	<p>Sound working knowledge of Microsoft software to include Word, Excel and Outlook. Knowledge of databases and CRM systems.</p> <p>Knowledge of websites and social media applications.</p>	<p>Knowledge of working within the charity / voluntary sector. Understanding of charitable companies and their governance requirements. Knowledge of the county of Somerset. An interest in and knowledge of rural issues. Knowledge of delivering advice and support over the telephone. Understanding of Data Protection / GDPR issues.</p>
Skills/Abilities/Competencies	<p>Excellent communication and presentation skills. Good interpersonal skills. Highly motivated. Can do attitude. Ability to work independently and as part of a team. Effective time management skills. Effective multi-tasker.</p>	
Experience	<p>Experience of reception work including answering telephone, e-mails, greeting visitors and dealing with post.</p> <p>Experience of organising internal and external events.</p>	<p>Proven experience of taking minutes at Board or similar level meetings. Experience of undertaking finance tasks and using Sage software. Experience of undertaking personnel and HR tasks. Experience using Survey</p>

		Monkey.
Personal Qualities	<p>Good communicator. Positive first point of contact for general public and visitors. Professional and responsive approach with colleagues from other agencies and clients and their families. Good sense of humour. Ability to cope under pressure. Methodical and good attention to detail. Well organised. Discretion / ability to work in confidence. Proactive and enthusiastic attitude.</p>	
Other	Valid driving licence and access to a vehicle.	