



**Administrator post
Job Specification (AP/12/17)**

SKILLS AND EXPERIENCE		
Criteria	Essential	Desirable
Education & Qualifications		
Experience	<ul style="list-style-type: none"> • At least 2 years relevant experience in the provision of relevant office/ administration support • At least 2 years Finance experience including <ul style="list-style-type: none"> • Maintenance of financial records • Processing of income and expenditure, • Preparation and analysis of budgets • Experience in the use of accounting software e.g. Sage 	<ul style="list-style-type: none"> • At least 3 years relevant experience in the provision of office/ administration support • At least 3 years Finance experience of sound accounting procedures <p>Additional years experience may be applied for shortlisting purposes</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Competence in MS Office & report writing 	
Personal Attributes	<ul style="list-style-type: none"> • Possess good organisational skills, ability to perform tasks and prioritise work • Good communicator with excellent interpersonal skills, making sure tasks are clearly understood and taking personal responsibility in dealing with queries • Provide attention to detail and the personal motivation to perform your role to the highest standards • Have the capacity to manage pressure and adaptable to changing demands • Work flexibly as part of a team and ability to work effectively with other agencies 	
Other Requirements	<ul style="list-style-type: none"> • Pass an Enhanced Access NI Check • Working and travel to more than one site will be required 	