

PERSON SPECIFICATION- Office Administrator			
Criteria	Description	Essential/Desirable	Assessment Method
1. Qualifications/Knowledge	<ul style="list-style-type: none"> NVQ level 3 in Business Administration or equivalent preferred 	Essential	App/Interview
	<ul style="list-style-type: none"> Proficiency in Microsoft Office software 	Essential	App/Interview
2. Experience & Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills 	Essential	App/interview
	<ul style="list-style-type: none"> Excellent customer service skills 	Desirable	App/Interview
	<ul style="list-style-type: none"> Attention to detail and thoroughness 	Essential	App/Interview
	<ul style="list-style-type: none"> Administrative skills including experience of working within electronic and monitoring systems. 	Essential	App/Interview
	<ul style="list-style-type: none"> Proven experience in managing multiple responsibilities and ability to work under pressure 	Essential	App/Interview
	<ul style="list-style-type: none"> Excellent time management skills and the ability to prioritise effectively 	Essential	App/Interview
	<ul style="list-style-type: none"> Previous use of accounting software 	Desirable	App/Interview
3. Values & Behaviours	<ul style="list-style-type: none"> Flexible self-starter able to work under own initiative and as part of a team 	Essential	App/Interview
	<ul style="list-style-type: none"> Adaptable and ability to thrive in fast-paced and constantly changing environment of growing service-providing charity. 	Desirable	App/Interview
	<ul style="list-style-type: none"> Conscientious and responsible. 	Essential	App/Interview
	<ul style="list-style-type: none"> Ability to work independently and to contribute ideas. 	Essential	App/Interview
	<ul style="list-style-type: none"> Ability to support and enthuse others and maintain a professional image. 	Essential	App/Interview
4. Other	<ul style="list-style-type: none"> Experience of working within professional football club setting. 	Desirable	App/Interview

