

St Mary's Eltham Community Centres Association

PERSON SPECIFICATION: Office Assistant

		Essential	Desirable
Experience	Previous experience of working in an office setting	Yes	
	Previous experience of working with the general public	Yes	
	Working with computerised administrative and accounting packages	Yes	
	Maintaining manual ledgers including petty cash records		Yes
	Previous experience of the charity/small business sectors		Yes
	Team working	Yes	
Skills/Abilities	Accuracy in maintaining both manual and computerised records	Yes	
	Ability to work to deadlines in the production of reports etc	Yes	
	Effective and tactful communication when dealing with issues with users	Yes	
	Working effectively in a small team	Yes	
	Lifting tables and chairs, bending stretching	Yes	
Knowledge	Thorough working knowledge of Microsoft Word and Excel	Yes	
Attributes	Understands need to work within relevant legal frameworks	Yes	
	Honesty and integrity, in financial matters and in dealing with colleagues and the public.	Yes	
	Willingness to be flexible when working in a small team	Yes	

February 2018