



PERSON SPECIFICATION

JOB TITLE: Admin Clerk for Finance & Property

	ESSENTIAL	DESIRABLE
SKILLS, KNOWLEDGE AND QUALIFICATIONS	<ul style="list-style-type: none">● GCSE – Maths & English● Valid driving licence● Problem-solving skills● Good communication skills	<ul style="list-style-type: none">● Word/Excel skills● IT competency to use bespoke software to update website● Knowledge of local government
EXPERIENCE	<ul style="list-style-type: none">● Book-keeping● Sales and purchase ledger● Property maintenance admin	<ul style="list-style-type: none">● H & S regulations● Licence agreements● Risk Assessment
APTITUDES AND ATTRIBUTES	<ul style="list-style-type: none">● Good customer care skills● Good interpersonal skills● Ability to work as part of a team● Strong self-motivation and ability to work alone● Good organisational skills● Willingness to learn & undertake training	

February 2019