

Business Administrator

Personal Experience and Qualifications Specification

**Essential**

* Experience of financial administration such as bank reconciliation and basic book keeping
* Experience of using accounting software systems e.g Xero.
* Excellent organisational and administrative skills, including effective strategies for managing competing demands and a varied workload.
* Good communication skills (in writing/electronically, verbal and face to face)
* Can adapt and improve processes to increase efficiency
* High level attention to detail
* Self motivated and works well independently, and as part of a team
* High level of competency in Microsoft Office apps; Excel, Word, Outlook.

**Desirable**

* Experience of administering payroll and HR processes
* Understanding of the Third Sector