

Lanarkshire Deaf

Person Specification – Administrative Officer (updated Monday 29 April 2024)

Knowledge and Understanding

Essential

- Good working knowledge of ICT, particularly Word, Excel, Access, PowerPoint, Xero, email and databases.
- Understand Health and Safety requirements.

Desirable

- Understand the charity / voluntary third sector, particularly community work.
- Knowledge of the deaf community and its culture.
- Knowledge of sign language and understanding of deaf issues.
- Knowledge in working within the charity / voluntary / community context.
- Knowledge of organising events.

Skills and Abilities

Essential

- Good communication skills.
- Ability to prioritise and manage activities.
- Ability to work on initiative, resolve problems and work to strict deadlines.
- Ability to organise meetings and take minutes.
- Ability to complete office administrative tasks and maintain accurate records.
- Working with confidential personnel and recruitment information.
- Excellent communication, verbal and written skills.
- Excellent time-management and prioritisation skills.
- Confidence in dealing with colleagues, members and external contacts.

Desirable

- Ability to work successfully as part of a team.
- British Sign Language (BSL) at Level 2, or a willingness to learn.

Experience

Essential

- Experience in budget planning / management and financial administration, including petty cash systems and spreadsheets.
- Experience in preparation of financial management and accounts, as well as management information.
- Excellent understanding of financial accounting systems.
- Experience with Xero accounting systems.
- Experience working with charity accounts, including restricted and unrestricted funding knowledge.
- Experience of basic research and developing new contacts.

Desirable

- Experience in office management and office systems.
- Experience working with and supporting volunteers.

Other

- Must be flexible regarding working hours, with some evening, weekend, or event commitment required.
- Ability to work under pressure, managing conflicting deadlines and priorities.
- Clear understanding of confidentiality, consent and GDPR.
- Must be dynamic and able to initiate and implement plans to make them achievable and reach targets.
- Must have a professional appearance and good interpersonal skills.
- Ability to review and reflect on personal practice.
- Non-judgemental approach.
- The successful post-holder will be required to undertake a Disclosure Scotland check.



End of document.