

## Job specification

<b>Job title</b>	<b>Administrator</b>
<b>Date</b>	<b>26/04/24</b>

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>2-5 years experience in a similar role and the ability to demonstrate:</p> <ul style="list-style-type: none"> <li>• experience of using accounting software,</li> <li>• experience of working in HR and payroll administration, and;</li> <li>• the ability to follow, develop and implement administrative processes.</li> </ul>	<p>Experience of working as part of a small charitable organisation including charitable accounting and volunteer recruitment</p>
<b>General aptitude</b>	<ol style="list-style-type: none"> <li>1. Strong communication skills, both written and verbal</li> <li>2. Excellent numeracy and literacy skills with a high level of accuracy and attention to detail</li> <li>3. Excellent organisational and planning skills with the ability to respond quickly to changing and challenging priorities</li> <li>4. Ability to work flexibly and to immediate or short deadlines</li> <li>5. Demonstrates confidentiality</li> </ol>	
<b>Special skills</b>	<ol style="list-style-type: none"> <li>1. Advanced skills in MS Office or Google Workspace and remote meeting technology</li> <li>2. A good understanding of basic accounting/bookkeeping principles</li> <li>3. An awareness of human resources and employment law</li> </ol>	<p>Experience of creating, developing and implementing systems and databases</p> <p>Experience of Salesforce platforms</p>
<b>Personal attributes</b>	<ol style="list-style-type: none"> <li>1. Ability to work on own initiative with minimal supervision</li> <li>2. Ability to take responsibility to proactively resolve issues and provide support in challenging situations</li> </ol>	
<b>Circumstances</b>	<ol style="list-style-type: none"> <li>1. Remote working</li> <li>2. Some evening work when required</li> <li>3. Some travel to Edinburgh when required</li> </ol>	