



Person Specification

Edinburgh Administrator

	Essential	Desirable
EDUCATION	• Minimum of three highers or equivalent • National 5 English	• Relevant qualification in business administration, or equivalent experience
KNOWLEDGE	• Strong understanding of Microsoft Office (especially Excel) • Awareness of data protection and confidentiality requirements	
EXPERIENCE	• General administration experience • Handling confidential financial information	• Experience working within a charity, social enterprise, or public sector organisation
PERSONAL ATTRIBUTES	• Interpersonal skills • High level of accuracy and attention to detail • A positive and creative approach to tackling tasks • Flexibility to adapt work to suit changing needs • Ability to work on own initiative • Work in a spirit of openness, encouragement and enjoyment • Good oral and written communication • Ability to record work and manage own time • Champion the values of Home-Start Edinburgh	