

Person Specification – Administration & Monitoring Assistant

	Knowledge	
Essential requirements	An understanding of current data protection law, confidentiality and equal opportunities	A & I
Desirable requirements	An understanding of Domestic Violence and Abuse	A & I

	Experience	
Essential Requirements	Worked in an administrative role previously	A & I
	Use of IT applications and systems (including experience using Microsoft Office applications)	A & I
	Performing basic book keeping duties e.g invoicing and petty cash	A & I
	To be able to accurately record and retrieve information from multiple sources including spreadsheets and database systems	A & I
	Able to use social media platforms	A
Desirable Requirements	Use of Xero financial system	A
	Working in a Charity	A
	Conducting quality assurance tasks	A & I
	Completing health and safety duties including risk assessments	A

	Skills and Abilities	
Essential Requirements	Excellent communication skills; written, verbal and interpersonal	A & I
	Excellent organisation skills	A
	Good computer literacy and accurate typing skills	A & I
	Attention to detail	A & I
	Excellent time management including being able to prioritise own workload	A & I
	Able to work on your own, using your initiative to adhere to timescales and deadlines	A & I
	Logical thinker with the ability to problem solve	A & I
	Ability to work professionally, in a challenging and sensitive environment	A & I
	Ability to understand and maintain Confidentiality and Data Protection in line with BCD's policies and procedures	A & I

	Education and Qualifications	
Desirable Requirements	NVQ level 2 or 3 in Business Administration	A