

Person Specification: Administrator

Job title:	Administrator
Responsible to:	Operations Manager
Responsible for:	Office and financial administration
Main purpose of the post:	To provide administrative assistance to Operations Manager and financial administration of the Mowlem Institute Charity

Education:

- Secondary education including Maths and English to GCSE
- additional relevant vocational training or relevant tertiary qualifications

Essential:

- A flexible people person who must be able to work in a team, with Trustees and with the public with excellent communication skills
- Computer literate, comfortable with spread sheets, word processing and learning new applications

Desirable:

- Experience of working in the voluntary sector
- An interest in the Arts
- Experience of Accounting / Bookkeeping

Bonus:

- Knowledge of Xero accounting package,
- A knowledge of Ticketsource

Good references required

A new DBS check will be required