

Person Specification- Business Administrator

| Criteria | Essential | Desirable |
|-------------------------------------|--|---|
| Education and Qualifications | <ul style="list-style-type: none"> • Excellent standard of English and Maths • Ability to use a range of systems and programmes including Microsoft Office | <ul style="list-style-type: none"> • A recognised qualification in IT and/or Business |
| Experience | <ul style="list-style-type: none"> • A minimum of one years' experience in an administrative role • Experience of using electronic databases • Experience of partnership working building excellent relationships with a wide range of people | <ul style="list-style-type: none"> • Experience of working within the voluntary community sector |

| | | |
|--|--|---|
| Skills, Knowledge and Abilities | <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Excellent organisational skills • Be able to prioritise and plan workload effectively • Ability to use Microsoft Office packages – Word, Excel and PowerPoint. • Be able to create spreadsheets to inform management and report financial information • Be able to use initiative to help find solutions to problems and use judgement about when to seek help • Be motivated to deliver positive change for the organisation • Have an understanding and compassion of issues facing people with a learning disability and autistic people and their families • Be involved in and value and support team and multi-agency working | <ul style="list-style-type: none"> • Have knowledge of the legislation surrounding the Human Rights Act 1998 • Be able to provide effective support options to self-advocates and their families • Experience of using SAGE accountancy packages to issue invoices and for bank reconciliations • Be able to convert complex documents into plain English and easy read documents • Experience of providing support to the Board of Directors CEO and the team regarding diary management, arranging meetings taking minutes |
| Personal Attributes | <ul style="list-style-type: none"> • Have a commitment to the values of Sunderland People First • Ensure work is accurate and understandable • Be committed to equality and diversity • Be respectful of working within professional boundaries • Be able to work in cooperation with team members • Be willing to work flexibly within the organisation | |