PERSON SPECIFICATION

POST: BUILDINGS & FINANCE ADMINISTRATOR

The person appointed needs to:

• Have good spoken and written language skills and be an excellent communicator including telephone and IT.

• Be competent in MS Word, Excel spreadsheets, and Outlook and have the capacity to use the internet well and to learn other software, diocesan systems and databases as required.

• Be knowledgeable about and competent in processing, collating, creating and understanding finance data, using the appropriate associated systems.

• Possess good numerical and administrative skills including systems development, data processing, managing and updating filing systems, note taking, drafting and proof reading.

• Have good interpersonal skills, diplomacy and sensitivity combined with calmness, tact, and good humour.

• Be able to guarantee confidentiality and discretion in relation to people and information.

• Be accurate and demonstrate good attention to detail in their work.

• Be well organised, used to managing conflicting demands, and be able to prioritise time and resources effectively, often within tight deadlines (which may mean being available at flexible hours) and to process tasks quickly and efficiently.

• Have experience of planning, managing and monitoring work streams over an extended period of time.

• Have excellent ‘front of house’ skills including offering high level hospitality.

• Be able to support and work with Officers and Advisers and also the Office Manager, balancing several different, competing priorities at any one time.

• Take the initiative in planning, organising and anticipating needs in close cooperation with the Building and Capital Programme Manager and Financial Controller in setting programmes of work.

• Be able to work flexibly (as some evening work will be required) and collaboratively with colleagues, to cope with pressures and meet deadlines.

• Be willing to carry out routine responsibilities including photocopying, tidying, restocking, ordering as required.

• Have an understanding of efficient office management practices and procedures.

• Be punctual, conscientious and smartly dressed.

• Be supportive of the aims and objectives of Church of England Education and be in sympathy with the distinctive and inclusive Christian ethos of Church of England schools in the Diocese of Southwark.

• Have an understanding of the ways schools and colleges work and willing to learn the context of the SDBE’s work and the legal/technical terms and protocols which are used.

• Be enthusiastically committed to working with the team and Board members.