



## Project Support Officer - Person Specification

	<b>Selection criteria (Essential)</b>	<b>Selection criteria (Desirable)</b>
<b>Education and Qualifications</b>	Good standard of education including GCSE Maths and English or equivalent.	
<b>Experience, Skills and Knowledge</b>	<p>Practical experience using computerised accounts.</p> <p>Experience of providing finance and administrative support to small and growing teams.</p> <p>High level IT skills, including Word, Excel, and Outlook e-mail.</p> <p>An understanding of Financial and Administrative procedures.</p> <p>Good verbal and written communication with clients and staff.</p> <p>Ability to maintain effective working relationships.</p> <p>Accurate work with excellent attention to detail.</p> <p>Able to learn new procedures quickly.</p> <p>An ability to proactively prioritise and organise work.</p>	<p>2 years' experience in similar role(s).</p> <p>Experience working with Grant funding/NLHF Projects.</p> <p>Experience working with local communities/public.</p>

<b>Personal Qualities</b>	<p>Strong team player with a friendly personality.</p> <p>Self-motivated with an ability to use own initiative.</p> <p>Flexible and adaptable to the needs of the organisation and team.</p> <p>Ability to complete work within deadlines to a high standard of finish.</p>	<p>Understanding and willingness to work with the ethos of a charitable organisation.</p>
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