

ALTERNATIVE FUNDING ADMINISTRATOR

Person Specification

Attributes	Essential	Desirable
Qualifications	<p>HNC or equivalent level of qualification</p> <p>High standard of literacy and numeracy</p>	HND/Degree or equivalent level of qualification
Experience	<p>Attention to detail and working to deadlines</p> <p>Experience of maintaining appropriate records for external scrutiny.</p> <p>Experience within an office environment, dealing with people at a wide variety of levels</p>	Experience of preparing data for external audit
Skills/Knowledge	<p>Strong written/spoken communication skills</p> <p>Proficient in Microsoft packages including good working knowledge of maintaining spreadsheets and databases</p> <p>Demonstrable organisational skills: effective and able to work to deadlines</p> <p>Excellent negotiation and problem solving skills.</p>	
Other	<p>Positive, confident and motivated</p> <p>Flexible approach to work and adaptable to changing needs of the department</p> <p>Team worker</p> <p>Ability to build professional relationships while being able to adapt and develop to meet</p>	

	changing circumstances.	
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