



Person Specification

Part-time Administrator

	Essential	Desirable
Commitment	<ul style="list-style-type: none"> • Acceptance of the Basis of Faith, Aims and Values of SparkFish • Willingness to work without direct supervision as part of a wider team 	
Knowledge	<ul style="list-style-type: none"> • Basic financial knowledge • Ability to understand bank statements and financial spreadsheets 	<ul style="list-style-type: none"> • Knowledge of the locality • Knowledge of educational organisation • Knowledge of different Christian traditions
Skills	<ul style="list-style-type: none"> • Clear and courteous communication in speech and writing • Organisational clarity and tidiness • Ability to use main features of office software 	<ul style="list-style-type: none"> • Ability to use software for keeping contacts, maintaining spreadsheets and creating presentations
Experience	<ul style="list-style-type: none"> • Basic financial administration • Use of the internet for research, ordering, etc. • Administration and office systems • Practical arrangements for meetings (booking, arranging catering, etc.) • 	<ul style="list-style-type: none"> • Risk assessment for health and safety • Charity fund-raising
Personal qualities	<ul style="list-style-type: none"> • Warm and friendly manner • Personal initiative and independence in appropriate areas of job description • Commitment to teamwork where appropriate 	<ul style="list-style-type: none"> • Loyalty and encouragement • Patience and determination