**ADMINISTRATOR**

**PERSON SPECIFICATION**

We are looking for a person with the following experience and skills.

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| **Experience/Skill** | **Essential (E)/ Desirable (D)** |
| **Academic/ Professional Qualifications**  |
| Good academic record (A Level or equivalent)  | E |
| **Experience** |
| A minimum of 3 years’ experience working in an office environment providing administrative/financial support to ensure the smooth running of the office. | D |
| Experience of working in a legal aid law practice | D |
| Experience of dealing with human resource matters and processes. | D |
| Experience of dealing with all facilities and suppliers. | D |
| **Skills** |  |
| Excellent communication skills (verbal and written)  | E |
| Financially literate  | E |
| Excellent organisational skills, including the ability to prioritise work and meet deadlines  | E |
| Excellent administrative skills including good record keeping. | E |
| IT Literate with an up-to-date and excellent working knowledge of Microsoft Office365, in particular Outlook, Word and Excel | E |