



LAWTON MEMORIAL HALL ADMINISTRATION ASSISTANT PERSON SPECIFICATION

Key Accountabilities:

- To provide administration duties to the Lawton Memorial Hall Trust.
- To consistently work with integrity, professionalism and consideration.
- Undertake any other duties and responsibilities of an equivalent nature as required.
- To ensure compliance with the charities policies and relevant legislation

Experience and criteria

Essential

- Good numeracy, literacy and communication skills with at least a grade 5 pass in Mathematics and English at GCSE level or equivalent
- Ability to provide a high-quality customer service through a variety of communication channels.
- Excellent organisational skills and ability work as part of a team.
- Ability to communicate effectively with a wide range of people at different levels and with external organisations
- Ability to work with minimal supervision and to self-manage time and workload to meet customer needs and other deadlines.
- Excellent IT skills including Microsoft Office applications and use of a variety of social media platforms.
- To be able to make judgements of situations, and refer these to the appropriate person(s) when necessary.
- Recognise and respect the confidentiality of some kinds of information
- Adaptable to different situations.

Desirable

- Experience of accounting or possession of an accounting qualification.
- Prior experience of a booking systems within a similar environment.
- Previously worked for a charitable organisation or similar organisation and possessing some understanding of charity policies and procedures.
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- Experience in administration duties dealing with different tasks and enquiries.
- Health and Safety knowledge.

The role holder must be able to travel to Lawton Memorial Hall when required.