

## PERSON SPECIFICATION

**Job Title: Part Time Administrator – Lettings/Property/Finance  
Rivercourt Methodist Church /London District**

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Good overall standard of education, to at least “O” level / GCSE standard	X		AF/ I / Q
Qualifications/ Experienced/Skilled in the use of IT mediums, especially Microsoft Office & Social Media Networks.	X	X	I/ E/Q
Qualifications in Finance/Bookkeeping/Administration		X	Q/E
Trained, formally or by experience, in all aspects of modern office management and operation.	X		AF / Q / I/ E
<b>Proven Ability</b>			
Computer skills, including the use of MS Office applications; and use of the internet for research purposes.	X		AF/I/E
Able to produce documents and other printed work by computer to deadlines and in the format required.	X		AF / I /E
Able to work with a wide range of people, including the Church Minister; Trustees; Members; visitors and the various users of the building.	X		I
<b>Special Knowledge &amp; Skills</b>			
Excellent communication skills both orally and in writing	X		AF / I
Expertise in analysing financial data (Excel)	X	X	AF / I/ E
Experience of Raising Invoices and Reconciling Payments	X		AF/I
Experience in Letting Rooms/Halls. Experience of managing Conditions of Hire /leases and other formal documents.	X		AF//EI
Expertise in managing Renewal of inspections. Leases licenses.	X		AF/I
Experience of Property Inspections and organisation of repairs and routine maintenance.	X		A/I
Experience and Understanding of Health & Safety & Safeguarding legislation	X		AF/I/E
<b>Any Other Requirements</b>			
Ability to organise the workload; prioritise tasks; anticipate requirements and be self-motivated.	X		AF/I/E
Experience of managing people		X	AF/I/E

Ability to be creative and pro-active in ensuring that the building offers the best environment possible for both the members and the local community.		X	AF/I
Ability to research and progress funding and grants available from both church related sources and from the 3 <sup>rd</sup> sector.			AF/I
Empathy with the aims and values of the Christian faith and a willingness to work within the policies of the Methodist Church.	X		AF/I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, E – Exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*