



## Person Specification

### Clerical Officer (Part Time)

#### Qualifications

1. Minimum 5 GCSE, C-Grade or above (or equivalent) including Maths and English

#### Essential Criteria

1. Experience of financial record keeping;
2. Confident in the use of IT – specifically Microsoft Office (word, excel, Outlook), Internet
3. Experience of letter writing, preparing reports and word processing;
4. Experience of updating websites;
5. Excellent communication skills, both written and spoken;
6. Friendly and welcoming on the telephone and in person;
7. Reliable timekeeper