

Charity Link – Trust Administrator

Essentials and Desirables

ESSENTIAL REQUIREMENTS

1. Good standard of ICT literacy including Word and Excel
2. Proficient typist with good keyboard skills
3. Educated to a minimum of GCSE or equivalent qualification in English and maths
4. Good knowledge of correct spelling, grammar and punctuation.
5. Good literacy and numeracy skills, including the ability to compile written and financial reports
6. Excellent written and oral communication skills
7. Excellent interpersonal skills
8. Ability to make decisions, prioritise and delegate effectively
9. Excellent organisational and time management skills
10. Ability to liaise effectively with individuals and agencies in the private, public and voluntary sectors, and with governmental departments
11. Creative self-starter and able to work as part of a team
12. Good general office experience
13. Able to achieve targets and work to tight deadlines
14. Able to do occasional work in the evenings
15. Sensitivity to the needs of service users and the confidential nature of the work of the service
16. Understanding of and commitment to the principles of equality and diversity
17. Understanding of the voluntary sector

DESIRABLE REQUIREMENTS

1. Experience of the regulatory framework of companies, charities and almshouses
2. Experience of trust administration
3. Experience of charitable grant making
4. Experience of working for a registered social landlord
5. A good working knowledge of computers and Microsoft Office 2016
6. Experience of working with Microsoft Access databases or similar
7. Experience of working with Boards and/or Committees
8. Experience of bookkeeping, accounting and/or financial reporting