



PERSON SPECIFICATION

POST TITLE: FINANCE & ADMINISTRATION OFFICER

SALARY: £18,000 pro-rata

HOURS: 20 hours

REPORTING TO: Executive Manager

LOCATION: Ulster Hockey Offices, Castlereagh Business Park, Belfast

Type of contract: Permanent - Subject to probation period of 6 months.

	ESSENTIAL	DESIRABLE
Qualifications and attainments	* Minimum of 5 GCSE's (or equivalent) pass (grade A-C), including English and Mathematics OR QCF/NVQ II in Business Administration	** RSA/OCR Stage II (Parts 1 & 2) Typing and/or Word Processing (or equivalent)
Relevant experience and knowledge	<p>*Minimum of two years' experience of working in an office environment carrying out administration or clerical duties.</p> <p>*IT Literate, including extensive experience of information/database systems, and associated reporting packages.</p> <p>*Demonstrable experience in the use of Microsoft Word, Powerpoint, Excel, Access and the Internet.</p> <p>*Demonstrable experience in book-keeping and the use of SAGE systems.</p> <p>*Demonstrable experience of carrying out finance related administration duties</p>	<p>**Demonstrable experience of carrying out public relations administration duties</p> <p>**Experience of providing administrative support in a sport environment</p> <p>**Demonstrable knowledge of administering financial claims from public sources</p>
Special aptitudes	<p>To possess good administrative and organisational skills.</p> <p>Ability to work on own initiative and as</p>	

	<p>part of a team</p> <p>Excellent oral and written communication skills. Be able to communicate effectively both verbally and in writing, within the organisation and with stakeholders.</p> <p>Be able to collate, prepare and present information, including written reports. Effective interpersonal skills</p> <p>Ability to undertake work/tasks involving a high degree of attention to detail</p> <p>Be able to plan and prioritise activities in a logical and efficient manner and to work under pressure to meet specific deadlines.</p> <p>Strong planning and organisation skills including time management, resource management and prioritising work load.</p> <p>Ability to work to agreed action plans</p>	
Disposition	<p>Polite and friendly manner</p> <p>Professional approach and appearance</p> <p>Remain calm under pressure</p> <p>Demonstrate enthusiasm and commitment to providing a high quality service.</p>	
Circumstances	<p>*Ability to work a 20 hour week.</p> <p>*Ability to work outside normal working hours, including evening and weekends on occasion.</p> <p>Available and willing to undertake training necessary for the post.</p>	

NOTE

*Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria marked * will go forward to the next stage in the recruitment and selection process.

The desirable criteria marked ** may be used for short listing if required.

All other essential and desirable criteria will be assessed at interview.

All offers of employment are subject to receipt of satisfactory references and AccessNI checks.