

Office Manager

Job Specification: Grade F

	Essential	Desirable
1. Experience		
Previous experience managing a small office including administration, facilities management, IT & finance	X	
Previous experience of management of service contracts	X	
Previous experience of managing office / facilities budgets	X	
Experience of managing and developing a team	X	
Experience of working in a pressurised environment with competing deadlines	X	
Experience of undertaking a range of clerical and administrative duties	X	
Knowledge of budget monitoring and account reconciliation	X	
2. Skills		
Strong organisational and time-management skills and ability to work under pressure	X	
Good communicator, both written and oral	X	
Highly numerate with a keen eye for detail	X	
Persuasion and influencing skills		X
Competent user of relevant software e.g. Microsoft Office (Word, Excel, Outlook)	X	
Experience of Sims.net and FMS	X	
Proven ability to build strong working relationships both internally and externally	X	
Data management including data protection and confidentiality	X	
Effective interpersonal and communication skills	X	
3. Knowledge		
Knowledge of finance transaction processing (accounts payable / receivables)		X
4. Qualifications		
GCSE English and Maths at Grade C or above (or equivalent)	X	
5. Personal Disposition		
Ability to achieve through influence rather than authority		X
Self-motivated with a can-do attitude	X	
Initiative	X	
Flexible and responsive to changing needs	X	
Tenacity and resilience		X
Culturally sensitive	X	
Team player	X	
A willingness to attend further professional development	X	
A positive commitment to improving practice	X	
Ability to plan and develop efficient and effective systems	X	
A flexible and adaptable approach to work	X	
A calm, professional manner	X	