**A colorful logo with people in a circle

AI-generated content may be incorrect.**

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| **Person Specification for the Administrative assistant**  **Part-Time Fix term contract** | | |
|  | **ESSENTIAL CRITERIA**  **(What you must have to be considered for the job)** | **DESIRABLE CRITERIA**  **(not necessary to have these but would be an advantage)** |
| **VALUES** | * Understanding and respect for Traveller culture and history * Committed to maintaining confidentiality * Value working as a team | * Understanding of the impact of historical statutory neglect of the Traveller community * Understanding of the effects of poverty, social exclusion, discrimination, and racism on the lives of the Traveller community * Committed to the Principles and Practice of Community Development * Commitment to upholding Human Rights and Equality. * An understanding of issues affecting the Traveller community. |
| **PERSONAL QUALITIES** | * Assertive and confident * Approachable and friendly * Flexible * Open to being challenged * Non-judgmental * Anti-racist and commitment to the 9 grounds of Irish Equality Legislation |  |
| **EXPERIENCE AND KNOWLEDGE** | * Have the requisite knowledge, skills and qualities to carry out the responsibilities of the post * Experiences and a thorough knowledge of Sage accounting and Excel * Knowledge and experience of good corporate governance and overall compliance | * Experience in Payroll * Knowledge and awareness of the lived experience of the Traveller Community * Experience of working as an administrator in a Traveller organisation or community development setting |
| **SKILLS AND ABILITIES** | * Ability to be proactive, use own initiative and work effectively, independently and in a team setting. * Have excellent verbal and written communications skills * Have excellent IT skills including Excel and Sage * Be an excellent timekeeper * Have the ability to maintain boundaries * Be committed to maintaining confidentiality * Willingness to be flexible in working occasional evenings to support Board management meetings * Very good financial record keeping skills * Office administration skills * Good Knowledge of online banking |  |
| **EDUCATION AND TRAINING** | * Level 5 or higher in an Office administration field or relevant field or relevant financial management experiences in similar role. |  |