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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.
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| **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
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| **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
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| **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
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| **EDUCATION AND TRAINING** | * Level 5 or higher in an Office administration field or relevant field or relevant financial management experiences in similar role.
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