

AYLESBURY YOUTH ACTION (AYA)
PERSON SPECIFICATION

Job Title: Office Administrator & Book keeper

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of general education. 	
Experience	<ul style="list-style-type: none"> • Sage input and clerical experience. 	
Skills & Knowledge	<ul style="list-style-type: none"> • Basic IT skills (including Microsoft Outlook, Excel, Word and Publisher). • Good communication skills at all levels. • Effective record keeping skills. • Basic accounts skills. 	<ul style="list-style-type: none"> • Skills in relating to young people. • Understanding of the aims of Youth Social Action.
Other Job Requirements	<ul style="list-style-type: none"> • Able to work on own initiative. • Ability to work as part of a team. • Enthusiasm and creativity. • Willing to extend present knowledge and skills by undertaking relevant training. 	