

Personal specification for the post of **Office Manager**



Criteria	Essential	Desirable
Qualifications and training		
Office skills or equivalent experience	X	
A levels or equivalent	X	
Fully conversant with all aspects of Microsoft Office at intermediate / advanced levels	X	
Enthusiasm for biology or natural history		X
Management of staff		X
Basic Accountancy knowledge; petty cash, invoices and PO's		X
Specific skills, experience and knowledge		
Experience of working for a learned Society		X
Experience of customer facing skills	X	
Good standard of written and spoken English	X	
Good attention to detail	X	
Management of Health and Safety documentation		X
Experience of building management		X
Ability to organise and prioritise own workload	X	
High degree of integrity / confidentiality	X	

Personal and Interpersonal Qualities		
Friendly and helpful towards staff, Fellows and room hire users	X	
Work effectively in a team and alone	X	
Well organised and systematic	X	
Patient with enquiries and requests	X	
Excellent interpersonal and communication skills	X	
Ability to work and keep calm under pressure	X	
Ability to take responsibility for own actions	X	
Motivated and flexible in approach to tasks	X	
Capacity for career development		
Willing and able to develop IT skills		X
Willing and able to learn new skills		X
Circumstances		
Ability to work outside normal hours if and when the job demands	X	