GIFTS, ADMINISTRATION AND FINANCE OFFICER

Person Specification

Skills and Experience

The successful candidate will have:
• excellent inter-personal skills, including a good telephone manner;
• good computer skills, and familiarity with the standard Microsoft Office applications; familiarity with Raiser’s Edge or other database applications is highly desirable, though not essential;
• high levels of numeracy; comfortable handling financial data and manipulating figures;
• experience in communicating by email and using the internet;
• good written and verbal communication skills;
• interest in and support for the ethos and aims of Clare College.

The successful candidate must be:
• well-organised and able to work under pressure while maintaining a sharp eye for detail – a combination of speed and accuracy is essential;
• polite, tactful, discreet and comfortable handling highly confidential data and materials;
• well-presented and self-aware, demonstrating as well as possessing a professional approach to work;
• resilient;
• able to use their own initiative and work without close supervision.