

PERSON SPECIFICATION

Administrator for the Jerusalem Trust and PA to the Finance Director and Head of Finance

QUALIFICATIONS AND EXPERIENCE:	<ul style="list-style-type: none"> ▪ 'A' level standard ▪ Experience providing senior level support ▪ Wide use of software packages ▪ Event organisation
SKILLS & KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Very IT literate with the ability to learn new software packages ▪ Previous experience of electronic filing systems and database administration ▪ Excellent command of English, both written and spoken ▪ Excellent numeracy ▪ Accurate proof-reading ▪ Interest in, and knowledge of, the Christian landscape in the UK and abroad
QUALITIES:	<ul style="list-style-type: none"> ▪ Highly organised ▪ Rigorous and takes pride in work ▪ Able to take instruction yet work autonomously ▪ Proactive and able to take the initiative
ACCOUNTABILITY:	This role supports and reports to four members of staff – two Trust Executives on the Jerusalem Trust plus the Head of Finance and Finance Director.
WORKING CONDITIONS:	Modern, accessible, open plan offices with excellent employee facilities.
SALARY & BENEFITS:	<ul style="list-style-type: none"> ▪ £30,000 - £35,000 pa ▪ 22 days annual leave, rising to a maximum of 25 days, plus three at Christmas ▪ Personal Pension Scheme contribution equivalent to 12% of salary for each full year worked. ▪ Private Medical Insurance ▪ Permanent Health Insurance ▪ Death in Service – 4 x salary ▪ Season Ticket Loan ▪ Range of other generous benefits
HOURS:	Standard working hours are 9.30 am to 5.30 pm
START DATE:	ASAP