

BOWLS SCOTLAND – ADMINISTRATIVE AND FINANCE OFFICER PERSON SPECIFICATION

EDUCATION / QUALIFICATIONS

Essential	Desirable
A minimum of 4 Standard Grades or equivalent qualifications including Maths and English at Grade 3 or above	Qualified to HNC level in a business-related subject or equivalent
	Hold Book keeper qualifications or hold a degree in a related discipline

SKILLS / ATTRIBUTES

Essential	Desirable
Ability to work under pressure to challenging timescales.	
A team player with the ability to work with and motivate others.	
Good self-discipline to work independently and manage a demanding workload.	

WORK AND OTHER RELATED EXPERIENCE

Essential	Desirable
Experience of using the Microsoft Office & email management system (e.g. Outlook)	
General office experience, including answering phones, providing a reception service, dealing with a range of administrative tasks at the same time.	
Experience of dealing effectively with the general public	Experience of working with staff and volunteers
Experience of setting up and running a range of administrative systems	Experience of financial management and processes
Experience of using a customer relations system	Experience of using JustGo Membership System
	Competence with SAGE/Xero or equivalent financial management system

PERSONAL QUALITIES AND ATTRIBUTES

Essential	Desirable
Enthusiastic, energetic, hardworking, trustworthy, and reliable	
Strong communication and interpersonal skills	
Commitment to CPD and a willingness to learn	