

**EXECUTIVE ASSISTANT
JOB SPECIFICATION:**

	Essential	Desirable
Education and Qualification	GCSE or equivalent vocational qualifications in English and Mathematics, Bookkeeping or Accounting, or An ability to show strong competence with figures and bookkeeping.	vocational qualifications in business administration
Experience	Two years' experience in an administrative or secretarial environment	
	Highly skilled in Microsoft Office including Word and Excel	
	Strong numerical and literacy skills	
	Experience in bookkeeping and accounting	
	Experience in a customer services environment	
Special Skills, Abilities and Aptitudes	Well-developed oral and written communication skills	
	Well-developed interpersonal skills	
	Ability to respond flexibly and swiftly to changing demands	
	Ability to work effectively both alone and as a member of a team	
	Ability to prioritise and organise one's own work with the minimum of supervision	
	Ability to use initiative in a wide variety of situations	
	Must be able to exercise discretion and maintain confidentiality	
Environmental Factors	Ability and willingness to work in an open plan environment	
	Ability to travel if necessary	
	Fully vaccinated against COVID 19	
	Right to Work in the UK (UK citizen or holder of a work permit)	
Planning and Control	Time Management – must be able to plan and manage own time	
	Ability to adapt to fast and changing circumstances and pressures	