

## Person specification: St Nicholas Priory Administrator

March 2022

	<b>Essential</b>	<b>Desirable</b>
Knowledge and skills	Knowledge of general administration and basic financial processes Very good IT skills Very good written and verbal communication skills	Building maintenance processes
Experience	Public enquiry handling Organisational admin Purchasing and invoicing	Working at a historic or cultural site Cash handling Working with volunteers Using Xero online accounting system
Personal qualities	Highly organised Approachable and friendly Excellent team player Willing to learn new skills	Interest in heritage and historic sites