

# Person Specification

**Job title: Operations Manger**

**Local Meeting or Branch: Central Administration**

**Main purpose of the job**

To provide support for Trustees and Trustee service committees.

	How tested (Application/Interview/Test)		
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<b>Knowledge</b>			
<i><b>Essential</b></i>			
Basic financial accounting principles			
Computer literacy, specifically Word documents & Excel spreadsheets			
Understanding of key principles of charity governance			
<i><b>Desirable</b></i>			
Charity finance and administration			
Understanding of Quaker structures and ethics			
Working knowledge of Health & Safety, Data Protection & Employment policies, Risk management			
<b>Qualifications</b>			
<i><b>Essential</b></i>			
<i><b>Desirable</b></i>			
Graduate or equivalent			
<b>Skills</b>			
<i><b>Essential</b></i>			
High level of numeracy and literacy			
Work planning and time management			
Report, proposal and policy writing			
<i><b>Desirable</b></i>			
<b>Experience</b>			
<i><b>Essential</b></i>			
Business administration			
Book-keeping experience, as Treasurer or similar			
<i><b>Desirable</b></i>			
Some (non-expert) experience of legal work			
Budgeting and forecasting			
Property management & lease negotiation/administration, insurance			
Project management			

**Other**

***Essential***

Good interpersonal skills, teamwork  
Initiative, ability to plan own work and set priorities  
Reliability – task management, timescales and quality of work  
Honesty and integrity  
Sympathy with Quaker “ethos” and business method

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***Desirable***

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***Date*** September 2019.