



## PORTSMOUTH DIOCESAN BOARD OF FINANCE

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>EXPERIENCE &amp; QUALIFICATIONS</b>			
- Experience of general office administration procedures including reception work and filing.	✓		Application Form Interview Work Test
- Computer literate (Microsoft Word, Excel & Outlook)	✓		
- Computer literate (Microsoft PowerPoint, Access & Publisher)		✓	
<b>SKILLS AND KNOWLEDGE</b>			
- Good communication skills, both written and oral.	✓		Application Form Interview
- Ability to prioritise use of time and resources.	✓		
- Organisation skills.	✓		
- Self motivation.	✓		
- Knowledge of the Church of England.		✓	
<b>PERSONAL QUALITIES</b>			
- Articulate.	✓		Interview
- Sense of humour.	✓		
- Helpful and approachable.	✓		
- Uses diplomacy, sensitivity and discretion.	✓		
- Ability and commitment to work flexibly and collaboratively with colleagues as part of a team.	✓		
<b>GENERAL REASONING ABILITY</b>			
- Quick to grasp essentials.	✓		Interview Work Test
- Numerate and literate.	✓		
- Able to relate to individuals at all levels.	✓		
- Attention to detail.	✓		
- Ability to use initiative and common sense.	✓		

<b>OTHER FACTORS</b>			
- Ability to work to deadlines.	✓		Interview
- Sympathetic to the views and beliefs of the Church of England.		✓	