

Person Specification – NWCC Office Manager

Criteria	Essential	Desirable	Assessed By
Qualifications/Experience	- Ability to pay attention to detail - Ability to work independently and as part of a team	Common sense ability to problem-solve	Application & Interview.
Knowledge	- Experience of monitoring finances - Experience of partnership, or collaborative working, or working with customers.	Understanding of how to 'co-produce' with others	Application and Interview.
Skills/Abilities	- Able to listen and engage with a range of individuals. - Able to disseminate information verbally and in writing in easily understood and appropriate format. - Sound financial management skills. - Ability to work under pressure, set priorities and meet deadlines. - Self-motivated with drive, energy, and enthusiasm. - Ability to understand and analyse complex information. - IT literate.	The ability and willingness and flexibility to work outside office hours, if required.	Application and Interview.
Other	- Commitment to equality and diversity and achieving positive outcomes for disabled people. - Commitment to the Company vision and values.	Access to a car and a current full driving licence.	Application and Interview and Pre-Offer checks.
The role is predominantly home based and could work around home/family commitments. The role holder would be expected to work with other staff in our Registered Office in Northwich each Wednesday.			