Person Specification

**Job title:** Bursars’ Offices Assistant  
**Reporting to:** Domestic Operations Co-ordinator

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<th>Essential Qualifications, Knowledge and Experience</th>
<th>Desirable Qualifications, Knowledge and Experience</th>
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| • Educated to A level, NVQ level 3 (e.g. Business Administration) or an equivalent level of experience;  
  • Experienced administrator with established track-record;  
  • Experience in managing a range of email correspondence and calendar management;  
  • Experience of minute taking and records management; and  
  • Sound knowledge and proficiency in Microsoft 365 platforms, and intranet publishing. | • Experience gained in supporting C-Suite executives;  
  • Familiarity with financial / governance / legal terminology; and  
  • Experience of the presentation of official documentation, especially in an academic or operational environment. |

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<th>Skills, Abilities and Competencies:</th>
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| • Excellent verbal and written communication skills, with a strong command of written English and numeracy;  
  • Discretion and diplomacy in dealing with confidential information and sensitive issues;  
  • Ability to remain calm when working under pressure and to tight deadlines;  
  • Ability to prioritise tasks effectively;  
  • Self-direction and problem solving skills;  
  • Adaptable, flexible, practical; and  
  • Ability to work collaboratively and willing to make suggestions for continuous improvement. | • Able to assimilate information quickly;  
  • Be keen to develop professionally, learning new skills and broadening your skillset; and  
  • Able to use initiative to drive tasks forward. |