

**Person Specification**  
Insurance Administrator

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, Knowledge &amp; Experience</b> (Creativity, problem solving skills & interpersonal skills)	<i>Thorough understanding of Windows and Microsoft Office</i>	<i>Experience within the voluntary/community sector</i>
	<i>Microsoft Word – substantial practical experience including mail merge, tables and formatting leaflets and posters</i>	<i>Experience with desktop publishing packages</i>
	<i>Excel – ability to set up and use a spreadsheet</i>	<i>Access – practical experience of setting up, using and maintaining a database, including relational databases</i>
	<i>Experience in setting up and using office systems</i>	<i>Ability to work with a variety of other computer programs</i>
	<i>Ability to use email and search the internet</i>	<i>Ability to research information</i>
		<i>Experience of Insurance Administration</i>
<b>Personal attributes</b> ( Initiative, building, relationships, team working, equipment, data etc.,)	<i>Well organised, confident and self-motivated</i>	
	<i>Adaptable, flexible and creative</i>	<i>Ability to work flexible hours when needed</i>
	<i>Good written and verbal communication skills</i>	
	<i>Ability to work in a team setting</i>	
	<i>Confidence in dealing with a wide variety of people</i>	<i>Current driving licence and access to a car</i>
	<i>Ability to use own initiative</i>	
	<i>Good telephone manner</i>	
	<i>Commitment to community-based solutions to social, economic and environmental issues</i>	