



Person Specification

Job Title: Business Administrator

	Essential	Desirable
Qualifications:		
Educated to GCSE standard, including English & Maths	X	
Educated to A level or equivalent		X
First Aid Certificate		X
Health & Safety qualification		X
Experience		
Significant administration experience within an organisation	X	
A track record in working across multiple projects and activity areas	X	
Experience in financial administration and daily banking activities	X	
Experience in using office admin systems and IT systems	X	
Experienced in developing, planning, implementation and evaluation of successful projects and/or events	X	
Experience in supporting a management team or Board of Trustees		X
Experience in financial administration and daily banking activities		X
Knowledge		
An understanding of the role of Hive Portsmouth within the city	X	
A thorough knowledge of health and safety requirements	X	
An understanding of good practise in record keeping and data protection within organisations	X	
An understanding of Charity regulatory frameworks		X
A knowledge of good governance requirements		X
Skills		
The ability to act with discretion, maintain high standards of integrity and behaviour and respecting confidentiality.	X	
The ability to manage conflicting priorities and diverse workload	X	

Excellent interpersonal skills.	X	
Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve results	X	
Excellent verbal and written communication skills	X	
Excellent report writing skills	X	
The ability to analyse, interpret and apply data in planning and performance measurement.	X	
Proficient in IT and online systems, including Microsoft Office SharePoint, and Microsoft Teams	X	
Experience with Xero accounting software		X
Values		
A strong commitment to our charitable objects	X	
A highly professional attitude and work ethic	X	
A flexible and adaptable approach to work with sound judgment, honesty and integrity	X	
A strong commitment to teamwork and delivering excellent customer service	X	
A willingness to take on different responsibilities as the role develops.	X	

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)