

## PERSON SPECIFICATION

**Job Title:** Database Assistant

Criteria	Essential	Desirable
<b>Training &amp; Qualifications</b>	5 GCSE's above grade C 2 'A' Levels or equivalent Computer literate to intermediate level with strong abilities in Microsoft Word and Excel	Advanced Excel skills
<b>Experience</b>	Experience of working in an office environment, managing multiple tasks to deadlines and prioritising own workload Working knowledge of MS Office and general computer literacy Experience of preparing reports in electronic format Experience of using a database	Experience of working in a charity environment Experience of using Raiser's Edge database. Knowledge of General Data Protection Regulations Knowledge of Gift Aid Experience of handling and banking cash, and knowledge of best practices
<b>Analytical and Judgement skills</b>	Ability to investigate and interpret financial queries and data to explain variances Good problem-solving skills, self-motivated and a good team player Ability to work with little supervision, but with advice available when required	Knowledge and understanding of the charity sector and NHS

Criteria	Essential	Desirable
<b>Planning and organisation skills</b>	<p>Ability to work to deadlines and prioritise tasks</p> <p>Excellent time management and organisation skills</p> <p>Capacity to concentrate to complete tasks in a busy office environment, and cope with frequent interruptions</p>	
<b>Communication and relationship skills</b>	<p>Interest in people; able to develop relationships with a wide range of individuals and to convey to them the value of their support</p> <p>Dynamic, enthusiastic, well-motivated and open to change and new ideas</p> <p>Good written and verbal communication skills with attention to detail and confident manner</p> <p>Must be understanding and helpful</p> <p>Work in line with Charity's values, goals and objectives</p>	Ability to provide fundraising support to individuals, organisations and companies
<b>Physical skills</b>	<p>Able to use a PC more or less continuously</p> <p>Able to undertake physical effort e.g. sitting, standing, lifting and moving</p>	
<b>Other requirements specific to the role</b>	May be required to travel between QMC and City Hospital and to the community on occasion	