



Person Specification

- Position:** Dragon Finder Project Administrator
- Reporting to:** Dragon Finder Habitat Officer
- Duration:** 37 months
- Salary:** £20,000 per annum
- Hours of work:** 21 hours per week (excluding lunch break) – work pattern to be negotiated but can be worked flexibly (i.e. from 3 full days a week to spread across 4 or 5 shorter days)
- Location:** Froglife, 7th Floor, Westgate House, Westgate Rd, Ealing, London W5 1YY

We are moving offices to North-East London in Sept 2014

Person Specification

Essential criteria

- A high level of organisational skills.
- Relevant experience in an administration role including working on project finances, booking venues, signing up participants to project activities and liaising with volunteers.
- Sound financial acumen including experience in costing budgets and delivering in accordance with the budget.
- Experience in working with a small team delivering to tight deadlines.

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www.froglife.org



- A good level of ICT skills, including efficient use of Microsoft Office Word, Excel and Outlook.
- Excellent interpersonal and communication skills.
- Flexible approach, willing to provide assistance in any area of the project where needed.

Desirable

- Professional qualification in admin, finances or accounting.
- Experience of financial procedures in a charity setting, including reporting back to donors, managing grant finances.
- Experience updating websites.
- Experience and willingness to support project staff at events and activities sometimes outside normal office hours.

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