

Person Specification

Job Title: Company Secretary



Criteria	Essential	Desirable
<p><b><u>Physical Requirements</u></b></p> <p>Health and physical abilities sufficient for the post (if necessary, with reasonable adjustments with respect to the Equality Act 2010)</p>	E	
<p><b><u>Qualifications</u></b></p> <p>Degree in law, finance or business</p> <p>Chartered Company Secretary with ICSA qualification.</p>		D D
<p><b><u>Knowledge and Experience</u></b></p> <p>Experience of supporting an organisation in a Governance, legal or finance capacity.</p> <p>Experience of working in a role that covers aspects of the key roles as defined in the job description.</p>	E	D
<p><b><u>Skills and Aptitudes</u></b></p> <p>Strong administrative skills and an aptitude for using IT software</p> <p>Excellent attention to detail</p> <p>Excellent influencing skills</p> <p>Excellent organisation and time management skills</p> <p>Excellent written communications skills</p> <p>Excellent verbal communication skills, at all levels with all types of people.</p> <p>Articulate and able to present well.</p> <p>Excellent Team Player</p> <p>Project management skills to progress and chase actions, agendas and reports</p>	E E E E E E E E E	
<p><b><u>Other</u></b></p> <p>Compassion for the guests of the Winter Night Shelter.</p>	E	