

**Personal Specification**  
**Job title: Office Manager**

<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>
Office management	E
Financial management	E
HR management	E
Health & Safety management	D
Charity governance	D
<b>Skills</b>	
Excellent organisation skills – structured methodical approach	E
Excellent communication & interpersonal skills	E
Proactive and collaborative approach to work	E
Ability to work autonomously with minimal supervision	E
Meticulous attention to detail	E
Competent user of Microsoft Office	E
Strong numerical skills	E
<b>Personal Qualities</b>	
Confident, self-motivated, and able to show initiative	E
Friendly, collaborative spirit	E
Enjoy working in a small team	D
Willingness to learn	E
Committed and flexible approach to work	E
Sensitive awareness of Petals' cause	D

We want our organisation to have different voices within it, and to reflect the range of communities which our clients come from. We welcome applications from everyone irrespective of sex, sexual orientation, gender identity, ethnicity, faith and religion, disability and age, but, as ethnic minority groups and members of the LGBTQ community are currently under-represented across the organisation, we would particularly encourage applications from members of these groups. **Appointment will be based on merit alone.**