****

**Office Manager Person Specification February 2017**

**Job title:** Office Manager

**Report to:** Executive Director

**Person Specification**

* Minimum three years’ experience at supervisory level in finances, administration and staff management
* Excellent organisational and communication skills
* A knowledge and understanding of the voluntary sector
* Ability to work effectively and co-operatively as part of a small management team

**Essential Criteria**

* Demonstrable understanding of, and commitment to, the work and ethos of HIV Ireland.
* Relevant third-level qualification.
* Excellent communications and presentation skills, both written and oral.

**Desirable Criteria**

* Accounting Technician qualification or equivalent
* IPASS (Payroll) Accreditation
* Prior experience of the non-profit sector.

**The Office Manager will also be required to:**

* Attend individual, staff and other meetings, events and conferences as appropriate.
* Attend and participate in HIV Ireland training and other relevant training.
* Maintain the ethos of HIV Ireland always.