

## **Clerk to the Worshipful Company of Basketmakers**

### **Personal specification and desired skills**

- Forward thinking, flexible and hands-on administrator who is used to using initiative and working alone.
- Have good time management and the ability to prioritise.
- Be able to work with a wide range of different people and organisations.
- Be able and willing to promote diversity, equality and inclusion.
- Enjoy socialising and be willing to use every opportunity to promote the Company.
- Have excellent organisational skills.
- Have good literacy, numeracy and technology skills.
- Be familiar with the Company's computer, CRM, Xero accounting and other software and be willing to embrace technological change such as A.I.
- Be competent with Microsoft Office applications including Excel.
- Be able to understand the need for the Company to achieve as much good publicity as possible especially through the use of press releases and to assist to promote the Company's presence on social media.
- Have a good knowledge of the operation of the Company's financial systems and requirements and be able to liaise in detail and promptly with any authorised external financial persons such as the management accountant, or independent examiner appointed by the Company.
- An ability and a willingness to combine attendance at events with undertaking the remaining aspects of the role and ensuring the correct balance so that the more office based part of the role does not fall behind.