

# THE ASSOCIATION OF COLOPROCTOLOGY OF GREAT BRITAIN AND IRELAND

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LONDON WC2A 3PE

## PERSON SPECIFICATION FOR THE POST OF ACPGBI ADMINISTRATOR

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Graduate	Degree in an area applicable to business or an administrative role.
The ability to work independently with a range of individuals, but also as a team when required.	Previous employment involving working with healthcare professionals and with a membership body.
Familiarity with IT/databases. Ability to manage spreadsheets and basic accounting issues, invoicing and the collection of membership subscriptions.	
Ability to work flexibly. The post may involve working both from home and other sites. There is also the requirement for attendance at ACPGBI meetings outside London.	
Enthusiastic, conscientious and self-motivated. Ability to communicate effectively at all levels. Attention to detail. Professional/warm and patient.	

Charles Maxwell-Armstrong  
Honorary Secretary  
September 2019