## **BOX SURGERY**

**Accounts Administrator**

**Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured** |
| **Education and Qualifications** | * Demonstrable commitment to professional development | * Bookkeeping qualification | Application – previous employment, evidence of training and qualifications |
| **Knowledge and Experience** | * Demonstrable experience of managing payroll * Demonstrable experience of bookkeeping and managing budgets * Experience of using QuickBooks or similar accounting package | * Experience of working in Primary Care * Experience of Primary Care finance including liaison with PCSE, PCN, CCG * Experience of using SystmOne * Experience of NHS Contracts | Application and Interview |
| **Skills and Abilities** | * Excellent communication and interpersonal skills * Excellent personal organisation * Excellent customer relationships * Good keyboard and computer skills * High level of accuracy / attention to detail * Ability to support members of the team when required | * Proficient in use of Microsoft programmes (especially Word and Excel) | Application and Interview |
| **Personal Qualities and Attributes** | * An understanding, acceptance and adherence to the need for strict confidentiality * Ability to work without direct supervision and determine own workload priorities and those of others in the team * Ability to use own judgement, resourcefulness and common sense * A ‘can do’ attitude * Pleasant, articulate and able to fit within the team * Ability to work and multi-task under pressure * Ability to work in a constantly changing environment * Ability to stay calm under all circumstances |  | Interview |
| **Other** | * Flexibility of working hours/able to work at the desired times * Flexibility of working across both sites (Box Surgery and our branch site The Firs) | * Full, clean driving licence and transport | Interview |