## **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 |