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# Fairfield Independent Hospital

# Person Specification

# Post: Purchase Ledger Administrator

# Grade: Band C

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| Education/Qualifications | * Educated to Further Education standards * GCSE qualification in English & Mathematics | * GCSE good overall educational background * Accounts lower level qualification, or possess relevant experience in a similar role. | Application Form and certificates |
| **Skills, Ability & Knowledge** | * PC skills * Ability to work on own initiative * Telephone skills * Accountancy and cashbook knowledge | * Confident verbal & written communicator with good presentation skills. * To have excellent PC skills * Good telephone interaction | To be assessed by Application Form and interview |
| **Experience** | * Experience of purchase ledger / accounts payable systems * Excellent MS Excel or other spreadsheet skills * Familiar and confident user of PCs and other IT systems | * At least 2 years’ experience working in a finance department * Experience of working in the healthcare and/or charity sector | To be assessed via Application Form and interview |
| **Personal Qualities & Attributes** | * Confidential * Can do attitude * To be able to communicate professionally and effectively with internal and external contacts * Attention to detail * Team player committed to providing a professional and patient-centred service |  | To be assessed during interview |