



**Phoenix Health Group
Cirencester & Tetbury**

Business Administrator

PERSON SPECIFICATION

	Essential	Desirable
Education	<p>Good standard of education including qualification in English and Maths.</p> <p>Experience of Microsoft Office software.</p>	<p>Higher level qualifications.</p> <p>Evidence of relevant continuing professional development and training.</p> <p>Finance qualification.</p>
Experience	<p>Experience in previous senior administrative roles.</p> <p>Experience of minute taking and meeting preparation.</p> <p>Experience of using multiple and varied IT interfaces, software and computer packages</p> <p>Experience with accounting software.</p> <p>Experience in data analysis and the production of reports.</p> <p>Experience of working to policies, guidelines and Operating Procedures.</p>	<p>Experience of working in a Primary Care or Healthcare setting.</p> <p>Relevant Health and Safety experience.</p>
Personal skills and attributes	<p>Able to work in a busy environment with lots of competing demands.</p> <p>Able to adapt and change.</p> <p>Able to work independently and as part of a team.</p> <p>Appreciative of the importance of patient confidentiality.</p>	.



	<p>Good communicator both verbal and written.</p> <p>Well organised, diligent, and attentive to detail.</p> <p>Self-motivated and able to prioritise.</p> <p>Polite, flexible and cooperative.</p> <p>Sensitive and empathetic in difficult circumstances.</p>	
Additional criteria	<p>Able to cover for colleagues planned and unplanned absence.</p> <p>Ability to travel easily between sites.</p> <p>Good attendance record.</p>	