

FIRECLAY HEALTH

Practice Management Support Administrator

PURPOSE OF POST:

To provide financial, personnel, training and organisational support to practice management across sites.

RESPONSIBLE TO

Practice Manager.

MAIN DUTIES:

1. Take responsibility for set up, changes to and monitoring of clinical appointment system.
2. Prepare invoices for payment, record and issue payments using Quick Books.
3. Maintain room timetables and room hire diary and deal with all queries.
4. Order stationary and domestic goods maintaining adequate stock control and best purchase price.
5. Maintain a monitoring system for utilities. Regularly price check and engage most suitable supplier.
6. Support the organisation of meetings and recording of.
7. Organise, monitor and record mandatory and other practice training for all staff
8. Provide management admin support for surveys, campaigns, mail outs etc.
9. Support personnel function eg. Timely recording of training and absence. Issuing and monitoring holiday forms. Maintaining appraisal schedules. Timely filing of personnel information. Recruitment and appointment paperwork.
10. Undertake any other admin support duty commensurate with this scale of post.

SKILLS REQUIRED:

- Financial administration experience
- Good working knowledge of spreadsheets
- Organised and thorough approach to undertaking work.
- Ability to work independently without constant supervision
- Demonstrable high level time management skills
- Excellent communication skills, verbally and in writing.
- A professional and formal approach to work, colleagues and the practice.
- Previous experience of organising diaries and training events.

5.2.19