

FIRECLAY HEALTH

**Practice Management Support Administrator**

**PERSON SPEC:**

<b>Essential</b>	<b>Desirable</b>	<b>Qualities</b>
Thorough knowledge of MS Office	Further training/qualifications in business/HR/administration	A confident communicator.
Ability to think strategically	Skilled in use of computerised accounting software ( eg. Quick Books)	Team player with initiative
Flexibility	Previous experience of supporting a management function	Good interpersonal skills
Computerised book keeping experience	Experience of rota/timetable/diary management	Flexible and adaptable
Demonstrable attention to detail		Discreet
Good standard of education.		Innovative and imaginative
Experience in Business environment		Methodical and Meticulous
Demonstrates strong communication skills verbally and in writing		Good organiser