

Person Specification - Book Keeper_Administrator

	Essential	Desirable
Qualification	1) GCSE Maths or equivalent 2) GCSE English or equivalent	1) A relevant book keeping or administrative qualification
Experience & Knowledge	1) Substantial experience of carrying out manual and electronic book keeping 2) Previous experience of working in an office and undertaking general administration duties 3) An understanding of the importance of confidentiality	1) Experience of having worked in a care home or similar environment 2) Experience of working an electronic payroll system
General Aptitude	1) Strong organizational and communication skills 3) Strong numeracy skills 4) Strong written English skills 5) Ability to work using your initiative 6) An understanding of the importance of security within financial record keeping	
Specific Skills	1) Ability to use Microsoft Office Applications including Outlook, Word and Excel.	
Personal Qualities	1) An understanding of the ethos of the Trust and our care homes 2) Able to approach work	

	with a flexible attitude and open to taking on new challenges	
General		A full clean driving license
Greensleeves Care Values	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"> 1) Respect - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions. 2) Openness - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading. 3) Responsibility - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make. 	