

Person Specification

Senior Support Worker - Invoice Processing & Medicines Procurement

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	GCSE Maths and English (grade C or above) or equivalent	NVQ level 2 in Pharmaceutical Sciences or AAT Intermediate level qualification
EXPERIENCE	At least 2 years' experience working in either a procurement or finance environment	Experience of working in a pharmacy department and with Pharmaceutical computer systems Electronic Invoicing and Finance Systems experience Experience of Homecare medication within the NHS
SKILLS/ATTRIBUTES	Good knowledge of procurement and /or finance Experience of using Microsoft excel and word in the workplace Strong interpersonal, written and verbal communication skills Ability to work under pressure to meet deadlines Attention to detail Problem solving skills. Ability to work on own initiative	Basic knowledge of VAT in the NHS Drug contracting knowledge Knowledge of medicines, forms, strengths and basic clinical uses. Knowledge of Homecare Ordering and receipt Knowledge of GDP within the NHS