

## ACCOUNTS RECEIVABLE APPRENTICE PERSON SPECIFICATION

<b>Job Title:</b>	Accounts Receivable Apprentice	<b>Date:</b>	January 2024
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### Communications and Relationship Skills:

- Able to effectively provide and receive routine information orally, in writing or electronically in order to answer routine queries from patients and staff
- Good standards of interpersonal and relationship skills.

### Knowledge, Training and Experience:

- Good standard of general education; minimum of 5 GCSE's (or equivalent) to include English & Maths
- Able to understand a range of routine work procedures and practices, which require job training and a period of induction.
- Experience of following set finance procedures, eg. inputting data into financial computer systems and Microsoft office.
- Excellent keyboard skills or equivalent experience.

### Analytical and Judgement Skills:

- Able to make judgements involving facts/situations, some of which require analysis or comparison of range of options.
- Able to carry out detailed financial calculations and analysis in order to correct problems/errors.

### Planning and Organisational Skills:

- Able to plan workload to ensure weekly, monthly, quarterly and annual financial timetables are met.

### Physical Skills:

- Able to quickly and accurately input financial data into computer databases and spreadsheets.

### Responsibility for Patient/Client Care:

- Able to adopt a courteous, polite and business-like approach when corresponding (verbally and in writing) with patients and Trust staff/managers.

### Responsibility for Policy/Service Development:

- Able to follow department guidelines and procedures and propose changes if required.

<b>Responsibility for Financial and Physical Resources:</b>
<ul style="list-style-type: none"> <li>▪ Understand the importance of authorised signatories and following set procedures in financial processes.</li> <li>▪ Trustworthy and reliable when handling cash/cheques.</li> </ul>
<b>Responsibility for Human Resources:</b>
<ul style="list-style-type: none"> <li>▪ Able to demonstrate own activities/work routines to less experienced employees in own work area.</li> </ul>
<b>Responsibility for Information Resources:</b>
<ul style="list-style-type: none"> <li>▪ Able to competently input financial data into computerised databases and systems.</li> <li>▪ Occasional requirement to create a financial spreadsheet.</li> </ul>
<b>Responsibility for Research and Development:</b>
<ul style="list-style-type: none"> <li>▪ Able to undertake surveys or audits as necessary to own work.</li> </ul>
<b>Freedom to Act:</b>
<ul style="list-style-type: none"> <li>▪ Able to work within set routines with little direct supervision but with advice available when required.</li> <li>▪ Able to follow policies and procedures and instinctively know when to seek device of manager.</li> </ul>
<b>Physical Effort:</b>
<ul style="list-style-type: none"> <li>▪ Able to sit in a restricted desk-bound position for long periods and use a desktop keyboard efficiently.</li> </ul>
<b>Mental Effort:</b>
<ul style="list-style-type: none"> <li>▪ Able to concentrate in a busy environment when inputting data, making routine calculations and resolving problems.</li> </ul>
<b>Emotional Effort:</b>
<ul style="list-style-type: none"> <li>▪ Able to sympathetically deal with bereaved/distressed callers which occasionally can be expected.</li> </ul>
<b>Working Conditions:</b>
<ul style="list-style-type: none"> <li>▪ This post has no adverse working conditions, other than those required within the normal demands of a modern office environment.</li> </ul>

<b>Apprenticeship Levy access to funding rules</b>	<p>The Apprentice:</p> <ul style="list-style-type: none"> <li>• Can be any age post full-time education 16+,</li> <li>• Cannot already be on an Apprenticeship or any Government funded training,</li> <li>• Cannot have a qualification at the same or higher level in the same vocational area. There needs to be significant new learning.</li> <li>• An employment contract with the Trust which extends beyond the identified end date for the Apprenticeship.</li> </ul> <ul style="list-style-type: none"> <li>• Needs to be eligible for funding by living in the UK for 3 years or more or fits criteria in funding rules:</li> </ul> <p><i>Has been a UK resident for 3 or more years.</i></p> <p><i>Or</i></p> <p><i>Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document:</i></p> <p><a href="https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115444/apprenticeship-funding-rules-2023-to-2024.pdf">Apprenticeship funding rules 2023 to 2024 (publishing.service.gov.uk)</a></p>