
Job Description

Job Title: Pharmacy Administrative Officer
Invoice Processing / Administrative Support

Grade: Agenda for Change Band 3

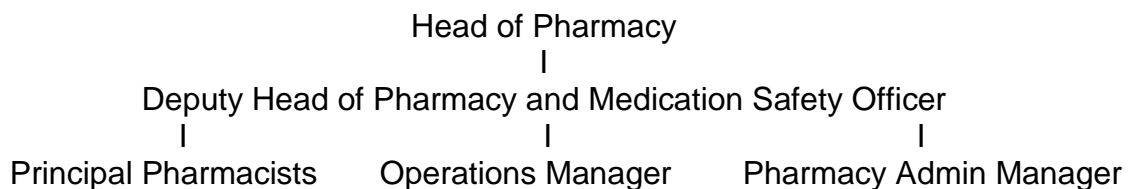
Reports To: Pharmacy Administrative Manager

Accountable To: Head of Pharmacy

Job Purpose:

- To participate in the provision of administrative support services to the Pharmacy department.
 - Provides support to the line Manager and provides cover in their absence.
 - Manages own workload, and provides supervision and support to more junior staff.
 - Trains other staff working in the specialist area.
 - Acts as a first point of contact for enquiries from end users
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Organisation Chart:



Key Result Areas:

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- Acts as first point of contact for suppliers and contractors, in relation to order/invoice queries and deals with complex drug-related information.
 - Has a good understanding of purchasing, procurement and invoicing principles.
 - Reconciles delivery notes, invoices and orders for medical gas supplies received in the Trust liaising as necessary with portering staff, supplies staff and the medical gas suppliers to resolve any issues/discrepancies.
 - Expedites orders and liaises with suppliers on any order/account queries. To identify, analyse and resolve problems with contract/non-contract prices.
 - Works independently and in accordance with Standard Operating Procedures, referring to someone more senior if clarification is needed.
 - Plans and prioritises own workload to ensure timely submission of information for payment by Finance Department.
 - Identifies and documents non-compliance with regional contracts and local purchase deals, and to inform the Lead Technician for resolution.
 - Receives and distributes incoming mail for all staff.
 - Ensures security of confidential contracting data.
 - Provides and receives confidential data in contact with suppliers and contractors.
 - Provides regular and ad-hoc training and supervision for other staff in relation to office and purchasing/invoicing duties, including Pharmacy staff, work experience and volunteer staff.
 - Contributes to the full office/administrative functions of the department.
 - Provides secretarial support, filing, database management and photocopying for Pharmacy staff as required.
 - Contributes to the stock-control management of the department.
 - Participates in periodic stocktakes.
 - Processes non-stock requisitions for all requirements of the Pharmacy department.
 - Maintains the Pharmacy document archives in a neat, orderly and safe fashion to ensure that any document is readily retrievable.
 - The post requires concentration to check/process invoices for large sums of money, working at a keyboard for as significant portion of the day.
 - To provide short-term cover for counterpart and other colleagues during periods of leave.
 - Any other duties as required by the Pharmacy Administrative Manager or Head of Pharmacy, in accordance with this grade of post.

SPECIALIST DUTIES:

Invoice Processing, and Departmental Administrative Support

- To verify invoice prices for all purchases made into Pharmacy, and to notify discrepancies as appropriate, for routine and non-routine invoices
 - To process purchase documents on the Pharmacy computer system
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(currently JAC) in accordance with Standing Financial Instructions.

- To raise invoices for all goods supplied to 'outside' bodies, for monies owed to the Trust, as determined by the line Manager, according to the Department's charging procedure.
- To produce end-of-month financial reports, and to ensure they are distributed to the correct wards, departments or agencies, and to contribute to the production of ad-hoc reports, as requested.
- To manage diary systems for senior pharmacy staff as required
- To maintain adequate stationery stocks efficiently in the Pharmacy department.
- To manage rental contracts for the departmental photocopier and fax machines.
- To raise requisitions on the Estates department for maintenance and monitor progress as necessary
- To process Departmental documents and journal subscription.
- To prepare committee agendas and papers, liaising with members to organise.
- To support the production of reports, and of copy for bulletins, screensavers, campaign materials in medication safety and medicines information.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards

safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

For Band 5 and below

Recognise the importance of adopting healthy lifestyles and be aware of health and wellbeing initiatives.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To contribute to promoting and implementing the Trust's Carbon Management policy, in line with team and organisational objectives.

This job description is subject to review at any time in consultation with the post holder.