

# JOB & PERSON SPECIFICATION

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | Accounts Administrator                      |
| <b>Accountable To:</b> | Accounts Analyst                            |
| <b>Directorate:</b>    | Finance                                     |
| <b>Salary:</b>         | £26,000 - £28,000 (dependant on experience) |

## About Spark Medical Limited & The Pre-Hospital Academy

### A Great Place to work

At Spark Medical we have an unrivalled clinical development pathway. Meaning you'll have access to fantastic training and development opportunities, including funding for formal academic qualifications.

Working across the United Kingdom, you will apply your skills in a variety of environments, ranging from busy cities to remote, rural towns/villages.

### A Great Place to Live

Happiness – The North West boasts higher standard of living, more to do, cheaper housing and a wealth of history and culture. Why wouldn't you want to be happier?!

Money – Money makes the world go round. While you may earn slightly more in the capital, the lower house prices and a reduced cost of living make the North West a much more affordable place to live. Think cheaper houses, cheaper bills!

### Working for our organisation

Spark Medical is a rapidly developing organisation with a clear ethos of delivering high-quality provision. An exciting opportunity has arisen within the Spark Medical Senior Leadership Team to oversee the delivery of our varied portfolio of Training, Learning and Development of the Pre-Hospital Academy along with the strategic development of these services.

Here at Spark Medical Ltd we have been providing ambulance services, event medical cover and accredited pre-hospital care, clinical education and workplace first aid training since 2016, we're proud to be a modern provider of ambulance services to a variety of settings.

As a highly regarded, clinically led organisation we're a patient focused, driven company with a dedicated leadership team with high standards for patient care. Spark Medical ensures that patients are at the heart of the services we deliver, and we're considered to be a market leader in Pre-Hospital

Care. Our vision where every second counts and every patient matters is part of our mission to deliver the right patient care, in the right place through a skilled and committed team in partnership with our NHS.

Spark Medical Limited provides 24 hour, 365 days a year accident and emergency services to those in need of emergency medical treatment and transport.

Our highly skilled staff provide life-saving care to patients in the community and take people to hospital or a place of care if needed. We also provide non-emergency patient transport services for those patients who require non-emergency transport to and from hospital and who are unable to travel unaided because of their medical condition or clinical need.

Working in Healthcare can be incredibly fulfilling as it allows you to make a positive impact on people at their most vulnerable time.

## Role Summary

We are seeking an Accounts Administrator to manage our company's accounts payable and receivable functions, ensuring all financial transactions are processed accurately and on time. The role involves reviewing and reconciling accounts, processing payments to external partners, and maintaining up-to-date records of invoices and receipts.

To be successful, candidates should have a background in Finance or Accounting and be familiar with standard bookkeeping practices, demonstrating strong attention to detail and organisational skills.

## About You

You will bring a genuine passion for delivering high-quality operational services, with excellent attention to detail and the confidence to communicate effectively with a wide range of stakeholders. As part of a fast-growing organisation operating within an evolving healthcare landscape, you will thrive in environments where change is constant, challenges are varied, and opportunities to innovate are encouraged.

In this central operational role, you will enjoy balancing multiple priorities while supporting the team toward greater efficiency, continuous learning, and ongoing service improvement. You will champion high standards, lead by example, and work closely alongside our people—becoming an integral part of the Spark Medical family and contributing to the values that define #TeamSpark.

## Person Specification

| Criteria   | Essential | Desirable | Assessed                     |
|--|-----------|-----------|------------------------------|
| <b>Qualifications and Training</b>   |           |           |                              |
| Management/leadership qualification or equivalent demonstrable experience  | ✓         |           | Interview, application form  |
| AAT/ Professional Accountancy Qualification (CCAB Recognised /CIMA – Certificate Level) or equivalent              |           | ✓         | Interview, application form  |
| Project Management Qualification   |           | ✓         | Interview, employment check  |
| <b>Skills and Experience</b>   |           |           |                              |
| Use of Sage 50, Sage 50 Payroll, Xero  | ✓         |           | Interview, employment checks |
| A good knowledge and experience of computer based management accounting systems and Microsoft Office applications. | ✓         |           | Interview                    |
| Strong numerical skills, ability to understand financial information   | ✓         |           | Interview, application form  |
| Excellent organisational and time management skills.   | ✓         |           | Interview, application form  |
| In-depth knowledge of frontline ambulance service operations   |           | ✓         | Interview, application form  |
| In-depth knowledge of the UK event sector  |           | ✓         | Interview, application form  |
| Management Accounting experience   |           | ✓         | Interview, application form  |
| Excellent written and verbal communication skills  | ✓         |           | Interview                    |
| Good IT skills to enable accurate record keeping   | ✓         |           | Interview                    |
| <b>Aptitude and Abilities</b>  |           |           |                              |
| Promote the values of Spark UK Medical and demonstrate a commitment to the organisational strategy and culture     | ✓         |           | Interview, health check      |
| Demonstrate excellent interpersonal, teamwork, communication and social skills                                     | ✓         |           | interview                    |
| Demonstrate ability to work on own initiative, be forward thinking and able to work independently                  | ✓         |           | Interview                    |
| Ability to prioritise, act under pressure and apply deadlines to workload  | ✓         |           | interview                    |
| Ability to identify learning needs and motivate others   | ✓         |           | Interview                    |

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| Potential and willingness for personal change with the ability and commitment to learn new skills | ✓ |  | Interview, employment checks |
| Flexible in approach to supporting the needs of the business                                      | ✓ |  | Interview                    |
| Able and willing to travel for work purposes  | ✓ |  | Interview                    |
| Enhanced DBS Clearance in the last 5 years (or commit to an Enhanced DBS check)                   | ✓ |  | Checks                       |



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