

Bereavement Services

Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Able to work cooperatively as part of a small team and deliver to agreed timescale and performance levels.
2. Developed interpersonal skills and ability to interact and negotiate with a variety of people at all levels.
3. Able to work with minimum supervision and use initiative to resolve issues.
4. Reliable, confident, and self-motivated.
5. Keyboard skills and computer literate.
6. Reliable, flexible, and observant approach to work.
7. Able to manage a varied workload with good attention to detail.
8. Sympathetic and understanding manner to bereaved customers with respect for confidential material.
9. Knowledge of relevant legislation in relation to bereavement services and ability to interpret legislation.

Desirable

1. Experience in handling and banking cash in accordance with financial procedures.
2. Experience with accounts and invoices.

3. Trained in the use of the POP's and BACAS systems.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?