

ROLE BRIEF

Department:	Finance Department
Job Title:	Finance Assistant – Purchase Ledger
Responsible To:	Finance Manager
Location:	The Horder Centre
Key Duties:	<ul style="list-style-type: none"> • Processing purchase invoices, credit notes and payment of suppliers. • To assist the Finance Manager in the day to day management of the Purchase Ledger.
Key Accountabilities:	<ul style="list-style-type: none"> • Maintain the Purchase Ledger records for all suppliers and ensure Horder Healthcare procedures are followed correctly when dealing with new suppliers. • Scan and post invoices and credit notes to Sage 200 via Invoice processing software. Ensure that they are appropriately authorised for payment according to policies and procedures. • Produce BACS runs and ensure all suppliers are paid in accordance with Horder Healthcare terms and conditions. • Ensure that all paperwork is accurately filed, including all documentation required by internal and external auditors. • Ensure that the software packages are used and updated efficiently and accurately. • Maintain and regularly review Direct Debits to ensure payments are made only for legitimate and current contracts. • Reconcile supplier statements as required. • Reconcile and post cash receipts/payments. • Deal effectively with all Purchase Ledger related enquiries. • Communicate with all stakeholders of Horder Healthcare in a tactful, courteous and professional manner. • Undertake clerical duties as necessary to support the smooth and efficient running of the Finance Department.



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	<ul style="list-style-type: none"> • Provide assistance to other members of the Finance and other departments as required. • Assist in the design and implementation of process improvements. <p>GENERAL</p> <ul style="list-style-type: none"> • To carry out any other reasonable duties as requested by senior staff. • To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside Horder Healthcare. • To comply with all Horder Healthcare's Policies and Guidelines. • To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare. • Fulfil security requirements in accordance with Horder Healthcare policies and procedures. • To take every opportunity to maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed at the annual Individual Performance Review. • To take an active role in the Centre's staff appraisal system and action agreed goals and objectives.
Key Knowledge, Skills and Experience:	<p><u>Must Haves</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent computing skills including good knowledge of Microsoft Office Suite • Good organisational skills • High level of accuracy and attention to detail <p>Knowledge</p> <ul style="list-style-type: none"> • Previous experience of accounting software <p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to work on own initiative and without supervision • Flexible and adaptable, able to prioritise workload to meet deadlines • Professional in appearance and attitude • Works well under pressure



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	<ul style="list-style-type: none"> • Good communication skills • Self-motivated adaptable to change <p><u>Nice to Haves</u></p> <p>Experience</p> <ul style="list-style-type: none"> • New system implementation • At least 2 years previous experience in an accounting environment. • Month-end and year-end accounts preparation. <p>Skills</p> <ul style="list-style-type: none"> • Presentation skills <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of Sage 200 • Experience of Patient Management Systems in an Healthcare environment
Health and Safety:	<p>The Health Act 2008</p> <p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>



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Confidentiality	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers (if applicable)	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>



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