

## ROLE BRIEF

<b>Department:</b>	<b>Finance</b>
<b>Job Title:</b>	<b>Senior Finance Assistant</b>
<b>Responsible To:</b>	<b>Finance Manager (THC)</b>
<b>Location:</b>	<b>The Horder Centre, Crowborough</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To be a fully active and multi-skilled member of the Finance Team.</li> <li>To assist the Finance Manager in maintaining accurate financial records and meeting deadlines.</li> </ul>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>Assist with the completion of month-end procedures in conjunction with the Finance Manager.</li> <li>Assist with the administration of the NHS contracts, liaising with the Finance Manager and Deputy Financial Controller.</li> <li>Provide assistance to the Finance Manager with end of year audit requirements.</li> <li>Provide cover for the Sales Ledger / Debt Collection and Purchase ledger functions as required.</li> <li>Produce ad hoc analysis to resolve financial and non-financial queries.</li> <li>Transfer Invoice data accurately from PIM's to Sage.</li> <li>Raise month-end invoices as required by the Finance Manager.</li> <li>Ensure that all software packages are used and maintained accurately.</li> <li>Liaise with other departments where the exchange of information is necessary from time to time.</li> <li>Communicate with all stakeholders of Horder Healthcare in a tactful, courteous and professional manner.</li> <li>Assist in the maintenance of financial information and records.</li> <li>Undertake general office duties in order to facilitate the smooth and efficient running of the Finance Office.</li> <li>Participate in and contribute to changes and improvements within the Centre.</li> <li>To carry out any other reasonable duties as requested by senior staff.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>Good standard of general education - 5 GCSE's (including maths and English)</li> </ul>

	<p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• At least 12 month's previous experience in an accounting/business office environment</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail</li> <li>• Ability to perform complex calculations and reconciliations</li> <li>• Good computing skills</li> <li>• Good organisational ability</li> <li>• Good telephone manner</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• An understanding of Accounting systems</li> <li>• A sound understanding of basic accounting principles</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work on own initiative and without supervision</li> <li>• Flexible and adaptable, able to prioritise workload to meet deadlines</li> <li>• Professional in appearance and attitude</li> <li>• Works well under pressure</li> <li>• Good communication skills</li> <li>• Self-motivated and adaptable to change</li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Presentation skills</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b></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"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <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>

<b>Equal Opportunities</b>	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.
<b>Confidentiality</b>	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.
<b>Safeguarding</b>	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.
<b>People Managers (if applicable)</b>	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.
<b>Review</b>	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.
<b>Role Brief Agreement</b>	<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><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>