**Channel View Medical Group**

**Finance Assistant
Job Description & Person Specification**

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| **Job title** | Finance Assistant |
| **Accountable to** | Practice Manager, Office Manager |
| **Hours per week** | 24 – 28 hours per week |
| **Salary Dependent on Experience** | £24,000 - £26,000 pro rata  |

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| **Job summary** |
| To support the Practice Manager in all areas of financial management. The post-holder will support with the administration of claims, invoices, payroll and pensions. |

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| **Primary responsibilities** |
| The following are the core responsibilities of the Finance Administration Assistant. There may be, on occasion, a requirement to carry out other tasks; this will depend on factors such as workload and staffing levels. 1. General bookkeeping including reconciling bank statements
2. Raising, uploading and ensuring any invoices are paid within the given time frame
3. Make claims for reimbursement to the commissioner for services provided by the Practice through CQRS / PCSE Online
4. Maintain an effective system for the handling of petty cash and cheques
5. Ensure all income and expenditure due to or made by the Practice is recorded in the accounts package
6. Providing payroll duties, processing timesheets including administration to ensure all employees are paid accurately and on time
7. Performing all activities necessary to process the payroll, including maintaining related records, preparing accounting spreadsheets and documents
8. Manage any payroll deductions, attachments of earnings and CSA
9. Inputting new starters onto payroll software and processing leavers
10. Investigating and resolving payroll queries
11. Ensuring that all administration for Pensions is completed
12. Ensure the presentation of monthly financial reports is of a high standard
13. Work closely with the Practice Accountant in the preparation of the end of year accounts report and other accounting tasks throughout the year
14. Assisting on ad-hoc duties as required
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| **Person Specification – Finance Administration Assistant** |
| **Qualifications** | **Essential** | **Desirable** |
| GCSE Grade A to C in English and Mathematics | ✓ |  |
| Excellent standard of education with excellent literacy and numeracy skills | ✓ |  |
| Payroll Qualification |  | ✓ |
| Accounting Qualification such as AAT |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of financial procedures i.e. accounts payable | ✓ |  |
| Experience with reconciliation | ✓ |  |
| Experience of data analysis and the production of reports |  | ✓ |
| Experience of using the Xero financial system |  | ✓ |
| Experience of preparing and running monthly payroll  |  | ✓ |
| Experience of working in a healthcare setting |  | ✓ |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written, oral and presenting) | ✓ |  |
| Strong IT skills (Microsoft Office) | ✓ |  |
| Organised and methodical approach to work | ✓ |  |
| Ability to prioritise and work to tight deadlines  | ✓ |  |
| Effective time management (planning and organising) | ✓ |  |
| Proven problem-solving and analytical skills | ✓ |  |
| **Personal qualities** | **Essential** | **Desirable** |
| A confident and approachable person with a positive attitude | ✓ |  |
| Motivated and proactive | ✓ |  |
| Ability to use initiative and judgement  | ✓ |  |
| Forward thinker with a solutions-focused approach | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Ability to work under pressure | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Maintains confidentiality at all times | ✓ |  |

This document may be amended, following consultation with the postholder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing, duties to enable the efficient running of the practice.