



## Finance Assistant Job Description and Person Specification

<b>Job Title</b>	Finance Assistant
<b>Line Manager</b>	Executive Director of Finance & Procurement
<b>Accountable To</b>	Executive Team

### Job Summary

To support the finance team and finance executive in the management and coordination of all aspects of practice finances. To be the first point of call for ordering queries.

Processing and troubleshooting various accounts and transactions.

Optimising efficiency and financial performance.

Ensuring the practice achieves its long-term strategic objectives.

Assisting the finance executive to ensure the practice operates in a profitable and cost-effective manner, in keeping with the financial aspirations of the partners.

Main location of work will be Manor Practice, Southwick, but will need to travel between all sites of Adur Health Partnership.

### Primary Responsibilities

- Assisting with month and year end accounts
- Assist the finance executive with projects as they are required
- Managing practice finances, maximising income and reducing expenditure
- Ensuring any claims are made in a timely manner
- Xero bank reconciliation each week
- Maintaining accurate financial information by inputting financial data onto Xero
- Consolidation of payroll amendments to be sent to the external payroll provider
- Check and manage payroll payments
- Reviewing and reconciling expenditure and authorised invoices. Identifying any inaccuracies and rectifying such issues
- Reviewing and reconciling income statements, identifying any inaccuracies and rectifying such issues
- Maintain petty cash system, including ensuring float at each site and reconciliation
- Paying authorised invoices which are received within the given time frame.
- Raising invoices as per SLA's
- Credit control and ensuring income is received within the given time frame.
- Working with contractors, patients and staff
- Ensure records and spreadsheets are kept up to date and updated when changes occur
- Ensure indemnity insurance cover is correct for all GPs working for Adur Health Partnership
- Processing cheques and cash received into the practice
- Recording payments across multiple sites
- Reviewing supplier statements and obtaining quotes
- Stock control (stationery, refreshments, supplies)
- Tracking changes in claims, income and expenses

The above are the core responsibilities of the Finance Assistant. There may be differences in the day to day roles within the team. There will be, at times, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels.

### Secondary Responsibilities

In addition to the primary responsibilities, the Finance Assistant will be requested to:

- a) Assist the Finance Team with duties as required.
- b) Flexibility to work and travel between sites.

### Generic Responsibilities

All staff at Adur Health Partnership have a duty to conform to the following:

#### Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

#### Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others and to co-operate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (Workplace) Regulations 1999 and other statutory legislation.

**Confidentiality**

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

**Quality and Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

**Induction training**

On arrival at the practice all new personnel are to complete a practice induction programme. This is managed by the HR department.

**Learning and development**

The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately enable them to improve processes and service delivery.

**Collaborative working**

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is also essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

**Service delivery**

Staff at Adur Health Partnership sites must adhere to the information contained within practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

**Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured.

**Professional conduct**

At Adur Health Partnership sites staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

The person specification for this role is detailed overleaf.

Person Specification – Finance Administrator		
Qualifications	Essential	Desirable
Educated to GCSE level or equivalent	✓	
GCSE Mathematics & English (C or above)		✓
Experience	Essential	Desirable
Experience of working with the general public		✓
Experience of administrative duties	✓	
Experience of working autonomously		✓
Experience of working in a health care setting		✓
Experience of working in general practice		✓
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, calm and polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS user skills		✓
Accountancy software user skills		✓
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Primary Care finance experience		✓
Problem solving & analytical skills	✓	
Ability to work unsupervised	✓	
Ability to follow policy and procedure	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Ability to use initiative and judgement	✓	
Motivated and proactive	✓	
Forward thinker with a 'solution' focused approach	✓	
High levels of integrity and loyalty	✓	
Effectively able to communicate and understand the needs of others	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Maintain confidentiality at all times	✓	
Full UK driving licence		✓



This document may be amended following consultation with the post holder, 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.

.....

**Name**

.....

**Date**