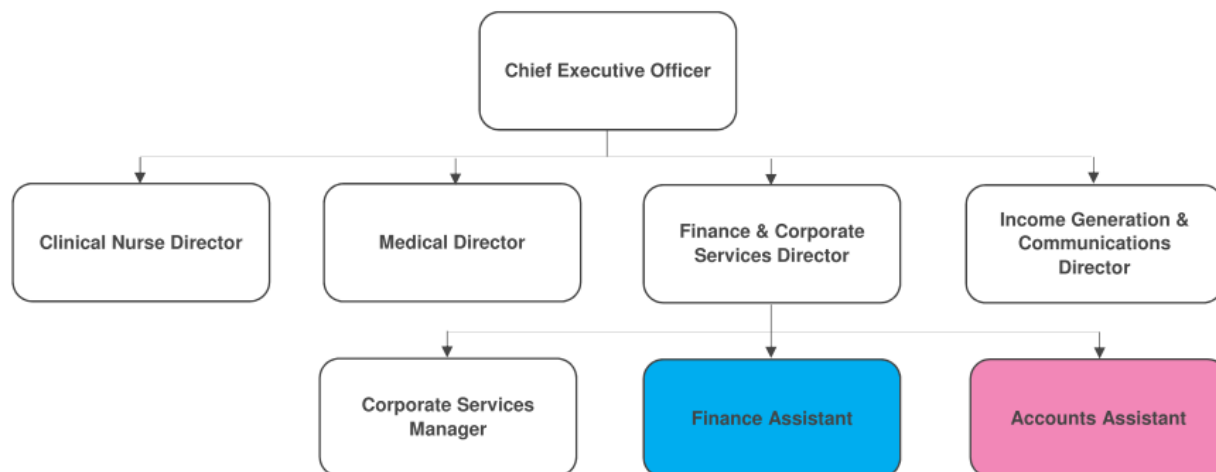


JOB DESCRIPTION

Job Title:	Finance Assistant
Department:	Finance
Post Holder:	tbc
Grade:	Admin 1
Reports to:	Finance & Corporate Services Director
Responsible for:	n/a

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	To assist the Finance & Corporate Services Director in managing the financial operations of Bolton Hospice and its subsidiaries to meet internal and statutory requirements.
Key Working Relationships:	Finance & Corporate Services Director Income Generation Team Nursing Teams Catering & Housekeeping Team Accounts Assistant

Role Responsibilities:

- Obtain authorisation from the appropriate person for all purchase invoices.
- Ensure all purchase invoices are posted in the accounting system accurately and in a timely manner.
- Weekly and monthly processing and recording of supplier and expenses payment runs via BACS.
- Ensure all sales invoices are raised and posted accurately and in a timely manner.
- Review debtors and liaise with the Finance & Corporate Services Director to ensure credit control procedures are implemented.
- Raise any discrepancies or issues that arise with sales and purchase invoices with the Finance & Corporate Services Director, in order that a timely resolution can be identified.
- Prepare weekly bank reconciliations of all bank statements back to accounting software.
- Prepare the monthly bank reconciliation for review by the Finance & Corporate Services Director.
- Reconciliation of the credit card account.
- Responsible for petty cash, including the maintenance of petty cash records.
- Assist the Finance & Corporate Services Director in the completion of quarterly VAT returns.
- Assist the Finance & Corporate Services Director in preparing the year-end audit to ensure that all information is ready and available in time for the statutory audit.
- Manage workload to meet accounting deadlines and notify the Finance & Corporate Services Director well in advance if there are any potential occasions where deadlines may not be met.

Other

- Work within agreed hospice policies, procedures and guidelines.
- Work as an integral part of the team, being sensitive to the needs of the whole team and supportive of other team members.
- Participate in an annual appraisal and undertake training to maintain and develop knowledge and skills required.
- Any other duties as deemed necessary by the Finance & Corporate Services Director.

General Responsibilities:**Health and Safety**

All staff have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your work with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend mandatory training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Finance Assistant
Department:	Finance
Grade:	Admin 1

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Good level of general education, with a minimum of GCSE English and Maths at or above Grade C, or equivalent qualification	Finance / Accounting related qualification	Application Form
EXPERIENCE	At least 3 years' experience working in a busy accounts office Experience of using accounting software	Experience working in a multi-company or charity finance environment Experience of using SAGE Experience of high volume purchase ledger processing and bank reconciliations	Application Form Interview
SKILLS	Excellent verbal, written and numeracy skills Excellent organisational skills, including the ability to manage time and prioritise workload effectively Conversant with MS Office Well-developed interpersonal and communication skills, able to communicate effectively with colleagues at all levels Ability to maintain accurate records and filing systems Excellent attention to detail	Conversant with MS Excel Negotiation skills	Application Form Interview
KNOWLEDGE	Knowledge of purchase ledger, sales ledger, cash book and petty cash	Knowledge of basic book-keeping entries and journal processing Statement of Recommended Practice (SORP) VAT rules applicable to hospices	Application Form Interview

Continued overleaf...

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<i>PERSONAL ATTRIBUTES</i>	<p>Able to work independently and on own initiative, within specified guidelines or processes</p> <p>Adaptable and able to work in a team environment</p> <p>Able to work appropriately with confidential and sensitive information</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations</p> <p>A commitment to the vision and values of Bolton Hospice</p>		<p>Application Form</p> <p>Interview</p>