

Finance Administrative Assistant

Summary of role

The Finance Administrative Assistant is a new role within Accelerate that sits within the Business Team. The role will be responsible to the Finance Manager and work closely with both the Finance Manager and Contracts & Performance Manager to complete important financial administrative tasks.

The role will have two main areas of focus: undertaking the financial administration required to support our Garments Made Easy (GME) scheme and supporting the completion of routine month-end financial activities and invoicing.

A keen eye for detail, confidence in working with large amounts of patient and financial data in an Excel format, as well as the ability to work to tight deadlines will be crucial to success. Although there will be a degree of flexibility to the postholder's working pattern, a minimum spread of hours over of 4 days a week will be required to ensure the postholder is available to undertake crucial timebound month-end tasks.

Title: Finance Administrative Assistant

Salary: £22,500 - £24,500 (pro-rata)

Accountable and responsible to: Finance Manager

Hours: 22.5 hours per week

Contract Type: Fixed Term Contract (9 months)

Location: Centenary Wing, St. Joseph's Hospice (at least 25%) and working from home.

The essential outcomes of the role are:

- Support the Finance Manager and Contracts & Performance Manager to ensure financial information is processed and reconciled in accordance with procedures through the completion of high-quality detail-orientated work in line with set timescales.
- Prepare and complete a range of basic financial tasks to an audit acceptable standard ensuring accuracy and robustness.
- Work between Accelerate's finance and patient information systems to input, correct and process financial information to support contract billing and end of month contract performance reports

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- Work as a member of Accelerate's Business Team to ensure the provision of information that supports financial control and management processes.

Key Responsibilities

To work to various Standard Operating Processes for the following work areas:

1. **Garments Made Easy scheme:**

- Be responsible for the daily reconciliation tasks associated with Accelerate's Garments Made Easy (GME) scheme including matching garment supplier invoices to patient records, identifying order issues (duplicates / missing orders) and liaising with the Patient Services team to ensure patients receive their garments in a timely manner.
- Be responsible for contacting suppliers with queries arising from garment orders.
- Undertaking the monthly reconciliation of GME orders including producing the GME backing data.
- Producing quarterly reporting data on the GME scheme for internal and external stakeholders.
- Responding to ad-hoc reporting requests for financial data in respect of the GME scheme.
- Publishing invoices to the finance system.

2. **Month-end activities:**

- Matching costs for appointments, transport, interpreters, garments and stock to patient records within set timescales.

3. **Other:**

- Matching interpreter services data to the relevant clinical service contract to facilitate the ability to recharge costs where necessary at month-end.
- Ad hoc duties as requested and this may include Accelerate Click

Uphold the vision and values of the company

As an employee of Accelerate CIC you will be expected to understand and espouse the philosophy and values of the organisation and at all times represent the organisation in a positive and professional way.

Communication and relationships

Effective communication holds the key to good results. In this role you will be expected to give due consideration to how you communicate with clients, their families and carers, your peer group and members of the organisation, ensuring that clear understanding is your goal at all times whatever medium of communication you may be using.



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At all times confidentiality is paramount in regard to clients and their privacy and dignity; thus you will need to be sensitive to the individual needs of clients and at all times promote principles of equality, diversity and personal rights. This includes acting in a non-judgemental way and respecting the choices, culture, values and beliefs of individuals.

Governance and responsibility for resources

Each member of staff of Accelerate CIC has a personal accountability and responsibility to ensure patient safety at all times, to ensure that care is given in line with plans and direction, to report incidents, accidents and any adverse events involving clients and to deal with any emergencies appropriately.

Good governance results in satisfied clients and that is the goal of the company every hour of every day.

NHS resources are a scarce commodity and as such we have a duty of care to ensure that we respect the investment that tax-payers make in funding services such as ours. In this context decisions to spend money should be demonstrably well thought through and approved by your team leader.

Personal development, health and safety

You are expected to take ownership for your personal developmental learning needs and for your performance; this includes keeping a record of your personal development plans and activities and playing a proactive role in your objective setting and appraisal process.

You should be familiar with legal issues pertinent to your role and be familiar with the changing structures of health care provision that may impact on the position of the company

It is also your responsibility and duty to observe standards of health safety and security which includes adopting appropriate infection control procedures, ensuring work areas are clean safe and free from hazards, risk assessing and applying safe manual handling processes and reporting any potential risks.

Information Governance

Accelerate CIC adheres to the principles of information governance. This involves the Data Protection Act of 1998 and any code which details the standards for information handling. Incorporated within this is confidentiality, records management, information security as well as the Freedom of Information Act 2000. Compliance with these standards is embedded within Accelerate CIC and it is expected that all employees will observe and comply with these legal requirements.



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Equal Opportunities

It is the aim of Accelerate CIC to promote equal opportunities for its staff and in its working with the public including clients and other agencies. Through this we intend that any person coming into contact with Accelerate CIC will not be disadvantaged on the basis of sex, race, colour, culture, nationality or ethnicity, religion or disability. Each member of Accelerate CIC will have a personal responsibility to ensure that equality and good relations are integrated throughout the organisation.

Adult and Child Protection

Accelerate CIC promotes a safeguarding child and adult culture. It will be the responsibility of each staff member to ensure that the risk status of all patients will be assessed for safeguarding issues. Any individual whose welfare is deemed at risk will be referred to the appropriate safeguarding team. All staff will receive the appropriate safeguarding training and required updates to ensure that they are able to identify risk and follow specified guidance.

This job description will be subject to periodic review