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| **TITLE** | FINANCE ADMINISTRATOR | **GRADE:** | **7** |
| **FUNCTION/AREA** | FINANCE | | |
| **REPORTING TO** | SENIOR MANAGEMENT ACCOUNTANT | | |

**PURPOSE OF THE ROLE**

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| To assist the Senior Management Accountant with the day to day tasks and administration of the Finance Department and to provide monthly and one-off reporting on Bourn Hall Clinics financial performance and position. |

**MAIN INTERFACES**

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| **INTERNALLY**: Directors, Business Support Services staff and all staff at Bourn Hall Clinics. |
| **EXTERNALLY**: Suppliers, Banks, HM Revenues & Customs, NHS Shared Business Services. |

**KEY TASKS & RESPONSIBILITIES**

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| * Purchase ledger Input. * Setting up Purchase ledger Payments. * Purchase ledger Reconciliations. * Bank Reconciliations. * Setting up Payroll and Tax Payments. * Cash Book Input. * Company Credit Card and Expenses Journals. * Cash Flow Management. * Cash Flow Analysis and Forecasting. * Billing for IVF NHS Funded activities.   Such tasks must be performed in order to provide accurate and timely information in relation to the reporting deadlines defined by the Finance Director and the Financial Controller. |

**MANAGEMENT/LEADERSHIP**

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| N/A |

**ACCOUNTABILITY AREA**

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| Responsible for the day to day processing and management of:   * Purchase Ledger. * Cash Flow. * Bank Reconciliation. * Expenses. * Billing. |

**AUTONOMY & AUTHORITY**

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| Full autonomy to liaise with internal and external contacts in order to obtain the information required to perform the tasks detailed above. No signatory authority, but full autonomy in the preparation of payments to be made. |

**FUNCTIONAL** **KNOWLEDGE/BUSINESS EXPERTISE**

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| * Full understanding of the purpose of Purchase Ledger system and Cash Book and full competence in their maintenance. * Knowledge of double entry system in order to deal with journal entry related to the key tasks. * Basic understanding of VAT taxation and competence to assist with the preparation of the HMRC returns and payments. |

**PROBLEM SOLVING**

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| To identify information and action needed from internal and external contacts in order to perform the key tasks mentioned above. The candidate will be encouraged to present new solutions to improve the accuracy, timeliness and completeness of the information and transactions related to the key tasks. |

**NATURE & AREA OF IMPACT**

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| * The timely and accurate management of payments will ensure the Company ability to continue its business and its goodwill with Suppliers, Employees and other stakeholders. * The provision of timely, complete and reliable information through the Purchase Ledger, the Cash book and the Nominal Ledger will have an impact on the strategic decision making process undertaken by the Finance Director and the Management Team. * The cash flow monitoring and management have a crucial impact on the company operational activities and on the investment and financing strategy. * The correct billing to the NHS Shared Business Services will ensure a correct sales recognition and consequent cash receipts. |

**INTERPERSONAL SKILLS**

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| * Good attitude when dealing with Bourn Hall Clinic employees and with external contacts. * Strong teamwork approach. * Excellent written and spoken communication skills (i.e. e-mail, telephone and face-to-face). |

**SPECIAL PROJECTS**

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| As and when required, projects will be assigned, either to work on autonomously or as a part of a team. |

**CANDIDATE’S PROFILE**

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| **EDUCATION/PROFESSIONAL EXPERIENCE**  Good basic education, including GCSE / A-Level Mathematics and English and working towards an Accountancy qualification.  **LANGUAGES**  Excellent spoken and written English.  **SKILLS & COMPETENCIES**   * Excellent Time Management skills. * Knowledge of Double Entry system. * Knowledge of Financial Statements (Balance Sheet, Profit & Loss and Cash Flow Statement). * Understanding of issues related to the Purchase-to-Pay cycle. * Knowledge of VAT taxation. * Knowledge of Microsoft Excel to advanced level. * Good computer literacy. * Excellent interpersonal skills. |

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| **APPROVALS** | | | |
| JOB HOLDER: |  | DATE: |  |
| LINE MANAGER: |  | DATE: |  |