

Job title:	Finance Administrator
Salary:	£21,282-£27,672 per annum pro rata
Accountable to:	Finance Team
Location:	Here, 4th Floor, 177 Preston Road, Brighton

The Role

You will form part of the self-managing Finance team and wider Fusion team at Here, and be a focal part of the finance administration.

The finance team is a core part of the support services at Here and enables the rest of the organization to fulfill their purpose of Care Unbound. The team provides a wide-arching finance function and your role will seek to provide first class administration to the organisation's financial operations. We are responsible for payment of staff salaries and wages; processing of staff travel claims; payment of invoices for goods and services; debtors and cash management.

You will be responsible for ensuring the effectiveness of multiple financial processes to enable Finance and the Fusion team to achieve their objectives. You will provide project coordination for the Budget Holders group to ensure all Budget Holders are responsible for the group's objectives and actions. You will use your current administrative and financial experience to enable a smooth following of processes, whilst constantly seeking to improve the ways the team works and adhering to the necessary regulations and relevant company policies.

You will act as expert on finance within General Practice and provide advice to the organisation on matters in this area. You will also help to produce the management accounts for Benfield Valley Healthcare Hub so that the budget holders are fully informed at all times and able to make informed decisions.

You will be working closely with our budget holders, providing them with the support and information they need to ensure the services' financial commitments and objectives are met.

Principle Duties and Responsibilities

- To process invoices received from suppliers, to make entry on the Purchase Ledger on Xero to enable accurate data to be produced for reporting to the Budget Holders Group.
- To gain Budget Holders' authorisation via ApprovalMax to enable a timely resolution and payment of invoices received within the agreed time frame.
- To ensure payments are made on the agreed payments date at Here, to liaise with other members of the Finance team to ensure these payments are met.
- To ensure a daily check is made on the Company bank account, to report the current cash flow status to other members of the Finance team to enable sufficient funds are available to meet the current business liabilities. To report any unusual entries on the bank account and liaise with the Bank's Business Support Manager to enable correct support and advice is achieved.
- To produce a monthly cash flow reconciliation.
- To help produce the monthly management accounts for Benfield Valley Healthcare Hub and work with the service lead to help reach their objectives.
- To produce a monthly cash flow report for the Finance team highlighting the income received by the various business areas generated at Here and the expenses made by area, to include current wage expense, travel & subsistence and supplier accounts.
- To ensure a monthly bank reconciliation is completed to highlight any variance in the accounts process and to enable a resolution is made to correct any errors made within the payments process. To liaise with the Finance team to ensure the resolution is met.
- To produce Remittance Advice notes and forward to the Suppliers accordingly.
- To raise sales invoices to Here Customers within the agreed time frame according to the contract variations. To ensure accurate entry is made on the Sales Ledger on Sage (Accounts Professional). To create invoice templates on Sage, file and rename accordingly.
- To ensure monthly checks are made on Customer outstanding invoices and where applicable to arrange for payment to be received within an agreed time frame. To produce and forward statements highlighting outstanding accounts.
- To ensure correct invoice values are submitted to incorporate contract variations and timelines.
- To ensure correct remunerations are paid to the Pensions Authorities to include both Employee and Employer contributions are made.

- To record and account for business petty cash transactions and to produce a monthly reconciliation to Xero from the balanced cash holdings
- Assist with processing of the monthly payroll alongside the additional finance administrator
- To work closely with all teams to formulate better and more efficient ways of monitoring/processing/paying their various suppliers and to create a greater client/supplier relationship in the process.
- You may also from time to time be asked to work with various teams as a finance/fusion representative on new or existing projects to highlight inefficiencies and develop new ways of working.
- To undertake any other relevant duties commensurate with the role.

About us and our culture

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

We believe these things to be true

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all
- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

Our Purpose in the World

Care Unbound. To create more possibilities for care in every moment.

How we work in service of our purpose

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their 'whole' selves. For most of us, work takes up a big part of our day. We want to ensure that it's enjoyable and speaks to us on a level deeper than 'just getting the job done'.

Because of this:

- We run a coaching programme which enables everyone to learn how to become a coach and have access to coaching when needed
- We have a process called 'Pirate Dave' which allows peer-to-peer conversations about development
- We have a staff-run 'Wellness Group' that enable staff to set up initiatives that link to wellness/wholeness. This has included running yoga, installing a ping pong table in the rec room and buying free fruit for staff
- We have a staff-run 'Time & Spaces Group' who run organisational wide projects to ensure that every voice from the organisation is heard. They have been a big part of our recent office refurbishment which included installing a quiet room covered in grass for when we need to take a break and running an artwork competition so we can cover our walls with art created by our staff.
- We host mindfulness sessions twice per day

USE OF NEW TECHNOLOGY

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

CONFIDENTIALITY

As an employee of 'Here' you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by 'Here'. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

EQUAL OPPORTUNITIES

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

HEALTH AND SAFETY

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

NO SMOKING POLICY

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

TRAINING AND DEVELOPMENT

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of 'Here'. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and 'Here'.

Employees

Signature:

Print Name

Date:

Manager Signature:

Print Name:

Date:

JD author (name and job title):	Chris Fraser, Finance Team
Date JD agreed:	11/07/2019
Brief description of reason for review (if applicable)	
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