# Job Description

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| Job Title | Trainee Finance Assistant |
| **Line Manager** | Finance Director |
| **Contracted Hours** | 30 hours + 1 Day Study Leave |
| **Primary Location** | Nightingale House Hospice, Wrexham |
| **Job Purpose**  To provide accounts and general administration support to the Finance Director through the processing of day-to-day financial operations of both the Hospice and commercial companies. | |

Key Responsibilities

* General Administration Duties such as franking, filing and post.
* Purchase Ledger –
  + Code and input purchase invoices by type and department.
  + Prepare and make payments in accordance with supplier terms & conditions.
  + Reconcile ledger to balance sheet.
  + Reconcile incoming supplier statements,
  + Recording payments on Sage
  + Sending out remittances – investigating and escalating as necessary.
  + Checking payments are signed in accordance with the individual’s authorisation limits.
  + Confirming purchase orders are completed correctly and providing training/guidance were necessary.
  + Keep Supplier information up to date on Sage.
* Reconcile the credit card statements ready for management account preparation, follow procedures for management sign off and checking credit cards transactions are genuine hospice expenditure.
* Supporting the Finance team with information for other departments when required
* Assist with Bank Reconciliation preparation.
* Assist with Gift Aid preparation.
* Assist with Audit preparation and queries.

**General Requirements**

This post is subject to the Nightingale House Hospice’s Terms and Conditions of employment as specified in the staff handbook.

Competence

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

### Risk Management

### It is a standard element of the role, and responsibility of all Hospice staff to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols, and guidelines at all times.

Health and Safety Requirements of the Hospice

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties, and to report any hazardous situations or defective equipment.

Data Protection and Confidentiality

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure, and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy.  Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under statutory legislation and the Hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

Records Management

As an employee of the Hospice, the post holder is legally responsible for all records that they gather, create, or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the Information Governance Lead if they have any doubt as to the correct management of records with which they work.

## Flexibility

This job description is an outline of the role and function. It is not intended to describe all specific tasks and therefore is subject to change following consultation with the post-holder.

The post is subject to an enhanced disclosure check with the Disclosure and barring service (DBS).

In addition, this post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook.

Please sign below:

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| **Employee Name** |  | | |
| **Employee Signature** |  | **Date** |  |

**Person Specification – Junior Finance Assistant**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | GCSE (or equivalent) C Grade or above in Maths and English |  | Application/  Interview |
| **EXPERIENCE** | Experience of using computerised accounting packages, including Excel | Some experience of working within Finance.  Using Sage 50. | Application/  Interview |
| **SKILLS** | High level of computer literacy- in particular Excel.  Time management skills.  Ability to work creatively and flexibly as part of a team.  Sound written and oral communication skills.  Ability to adapt to and contribute to a changing environment. | Ability to analyse and evaluate data. | Application/Interview |
| **KNOWLEDGE** | Purchase Ledger | Good working knowledge of current accountancy principles and practices.  Knowledge of accounts procedures up to and including P&L and Balance Sheet. | Interview |
| **PERSONAL QUALITIES** | Attention to detail.  Good communication skills.  Team player.  Ability to prioritise workload and meet deadlines. | Previous/current participant in the voluntary/not for profit sectors. | Application/Interview |
| **OTHER RELEVANT REQUIREMENTS** | Willingness to undertake training and study towards accountancy qualification. | Clean driving licence | Application/Interview |