

## **JOB DESCRIPTION**

**Post Title:** Finance Administrator – Payables Team

**Responsible to:** Head of Finance

**Responsible for:** Working with the Finance Officer to maintain and develop the organisation's financial administration systems and processes.

**Location:** Treetops Hospice, Derby Road, Risley

### **1. Overall Purpose of the Role**

**To support the Finance Manager by assisting with:**

- 1.1 Providing accounts administration through using the Access Financials accounting package.

### **2. Main Tasks**

- 2.1 To enter data using the Access Financials accounting system across all three companies.
  - 2.1.1 Enter all supplier invoices.
  - 2.1.2 Enter all customer invoices.
  - 2.1.3 Record all payments however made.
  - 2.1.4 Record all income however received.
  - 2.1.5 Record all inter-company transactions.
- 2.2 To reconcile all bank accounts, including Petty Cash.
- 2.3 To set up all online payments ready for approval by the Finance Manager and write any cheques if required.
- 2.4 To check the reports from the Raisers Edge system against bankings and to follow up any items that do not reconcile.
- 2.5 To prepare and enter the invoices to cover all inter-company transactions, including balancing the inter-company control accounts.
- 2.6 To reconcile all other control accounts.
- 2.7 To enter the monthly journals or if done by a volunteer to check them for accuracy.
- 2.8 To contact suppliers or customers by either phone, email or letter as required.
- 2.9 To carry out any photocopying or filing as required for the smooth running of the finance functions of the department.
- 2.10 To assist in the production of the monthly management accounts.

- 2.11 To distribute the monthly payslips in the most efficient way so that staff receive them in good time.
- 2.12 To check along with the Finance Manager that all data is accurate.
- 2.13 To be available to answer any queries arising from travel claims and expense claims as required.
- 2.14 To access the safe in the Finance Office to provide Petty Cash or to put cash into it.
- 2.15 To carry out all duties in line with the Hospice Financial Procedures Manual.
- 2.16 To perform other duties appropriate to the role as required
- 2.17 Provide Reception cover when required.

### **3. Other Tasks**

- 3.1 Adhere to Treetops Hospice's Health and Safety procedures and regularly update and maintain your knowledge of safety rules, fire drills, and internal security and accident procedures.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

The post holder will contribute positively to a harmonious and collaborative working environment.