

JOB DESCRIPTION

Job Title:	Direct Payments - Finance Assistant
Full Time Salary (37.5hrs):	£26,000 - £28,000
Responsible to:	Management Accountant

Main Purpose of the Role

- Working as a team to deliver an effective and efficient Direct Payment – Managed Account service.

Responsibilities of the Role

- To support the Finance Team in the processing of Direct Payments – Managed Accounts and Payroll.
- Responsible for managing the Direct Payments – Managed Accounts inbox and resolving queries in a timely manner, escalating to the Direct Payments – Finance Officer where appropriate.
- Organise and file invoices, preparing them for weekly payment runs
- Process invoices in line with Direct Payments – Managed Accounts, ensuring all required documentation is available, checking against client available funds and CPLI information
- Ensure all new suppliers and personal assistants are correctly onboarded with appropriate documentation
- Raise invoices to recover cost where applicable
- Prepare weekly bank runs and upload payment files for approval
- Maintain a high level of record keeping, ensuring invoices are saved and notes are recorded onto our database
- Support with general administrative task which include but not limited to data entry, creating letters, updating and creating electronic case files
- Contact clients, agencies and Personal Assistant's to chase for information or clarify information which has been sent to us where applicable
- Liaise with the Local Authority Finance and Social Work team to deal with queries regarding funding
- Respond to enquiries from clients and professional for finance related queries
- Assist with bank reconciliations on a weekly basis
- Prepare journals to maintain an accurate general ledger
- Process remittances, ensuring all income is recorded accurately
- To take responsibility for meeting targets and payment deadlines, according to agreed work priorities
- Point of contact for VAT coding queries from SCC.

- To undertake all duties in accordance with Southend Care Ltd Financial Regulations and working closely with finance colleagues
- To be familiar with Health and Safety procedures and good practice, and promote them in the workplace
- To be familiar with comments, compliments and complaints Policy and Procedure and good practice relating to this, and to implement this in all aspects of working practice and promote it in the team and workplace.
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours
- Provide cover for other members of the finance team where required.

Work Environment

- Brook Meadows House
- At times may be required to work in any service within Southend Care Services when services are in an emergency or as directed by a Director

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.

Person Specification



	We are Innovative – able to take on new challenges & seek solutions with a balanced care & commercial mind set		
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