JOB DESCRIPTION

Job Title:	Finance Assistant
Full Time Salary (37.5hrs):	£26,000
Responsible to:	Head of Finance

Main Purpose of the Role

- Working as a team to deliver an effective and efficient finance service

Responsibilities of the Role

- To act as first point of contact for the receiving, coding and processing of all purchase Invoices via Southend City Council, to ensure the timely payment to our creditors, and escalating any concerns.
- Set up any ad-hoc faster payments in Barclays.net for approval.
- Set up of new suppliers on Business World in accordance with agreed processes and procedures.
- The first port of call for all supplier queries.
- Check the weekly mileage calculations and upload template to Barclays for payment.
- Ensure all credit card returns are received and accurate and fully supported with receipts. Provide assistant to card holders in this process as appropriate.
- Oversee the utility charges, ensuring accurate meter readings are submitted, and charges are recorded on the Utilities tracker in order to inform forecasting.
- Arrange debtors invoicing for all our services on a monthly or ad hoc basis, including block contracts, 1:1 support plus income from non-local authority bodies/individuals.
- Lead on ensuring debtors payments are collected and escalate any concerns.
- Update and monitor Debtors, producing a monthly report to update SMT and board, ensuring escalation of concerns.
- Ensure all of our income trackers are updated on a timely basis to help ensure accurate invoicing, accruals and forecasting.
- Oversee the process for ensuring all chiropody, hairdressing and taxi services are recharged for Brook Meadows House.
- Preparing payment schedules for accounts receivable from commission bodies contracts.
- Oversight of all Petty Cash balances ensuring they are regularly reconciled. Escalate any irregularities.
- Manage the cash and cheque collection/banking process with Barclays.
- Manage company bank account and amenities account ensuring up to date signatories
- Assisting Service Managers with their queries/needs around Finance (invoice paying, invoice raising, petty cash, credit cards, banking), purchasing etc and offering advice and solutions
- To support the DP accounts assistant with direct payments – managed accounts where required.

- Oversee the process to ensure any staff loans or any staff salary sacrifice schemes are monitored and paid back as required.
- To lead on the death in service process in conjunction with the HR Team
- 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

Attributes	**Activity**	**E**ssential **or D**esirable	**How evidenced**
Qualifications or membership to a Registered Body	• AAT Qualification (or working towards) • Literacy and numeracy equivalent to at least GCSE Grade C English and Maths	D E	A
Knowledge, Experience Skills and Abilities	• Experience of working in a support role in a busy and fast moving environment • High level of accuracy and attention to detail • Previous experience in a finance or accounts support role • Strong attention to detail and ability to follow processes accurately • Confident with working financial systems and excel • Good communication skills with, both written and verbal • Able to manage workload effectively and meet deadlines • Strong Administration skills • Self-Motivated with ability to work on own initiative • Confident at communicating with both internal departments and managers as well as external stakeholders • Willingness to learn, develop and take on new challenges • Knowledge of Adult Social Care • Knowledge of direct payments	E E E E E E E E E E E E E D D	A & I
Values	**We are Caring** always providing person centred care and support we would want for ourselves & loved ones. **We are Passionate-** about care & having pride in being part of SCL **We are Diverse –** inclusive, recognising diversity through celebrating differences	E E	

	We are Empowering – enabling everyone to fulfil their potential, taking ownership & being accountable **We are Innovative –** able to take on new challenges & seek solutions with a balanced care & commercial mind set	E	