

Job Title

Account Administrator

Job Description

As an Account Administrator, you should make sure that all account related works are carried out seamlessly and without error. There are a variety of other duties you are required to carry out in compliant with your job role.

Duties of the job include:

- Purchase Order system involvement;
- Control Account Reconciliations;
- Good understanding of cross functional areas;
- Cash Flow forecasting;
- Bank Reconciliations;
- Intercompany account reconciliations;
- Management accounts up to TB level;
- Month-end reporting;
- Assisting with ad-hoc duties – Management Accounts assistance;
- Professional manner with a positive can-do attitude;
- Competency in Excel;
- Able to think on their feet and achieve results;
- A good communicator with both customers and staff alike.

Key Skills:

- Confidence with numbers;
- Good spoken and written communication skills;
- A high level of accuracy and attention to detail;
- Good organisational and time management skills.

GENERAL RESPONSIBILITIES: POLICIES AND PROCEDURES

The post-holder is required to familiarise themselves with all policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal. These have been agreed with staff and Staff Side and are as follows:

- Treating others as you would like to be treated,
- Listening to and support others and make time to do so,
- Seeking, acknowledging and valuing others' experience and contribution,
- Acknowledging others' beliefs,
- Being courteous and considerate to all,
- Treating others fairly and equally,
- Being honest and trustworthy and acting with integrity,
- Encouraging others to treat all staff with respect,
- Challenging the behaviour of staff who do not show respect to other,

CONFIDENTIALITY & DATA PROTECTION

The post-holder must maintain the confidentiality of information about clients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post-holder must comply with all company Information and Data Protection policies at all times.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for clients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

MANAGING STRESS

The company has an agreed policy & procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues' stress.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All staff has a responsibility to act and follow all instructions to protect clients, staff and others from HCAIs. All staff are required to follow the Hygiene Code and all company policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

EQUALITY & DIVERSITY

The company has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Code of Conduct for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post-holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

EXPERIENCE REQUIREMENT

Minimum 2 years of experience in a healthcare role as an Account Administrator.

DESIRABLE QUALIFICATION:

- Degree education level;
- Finance experience desirable;
- Ability to hit the ground running and think on their feet;
- Experience of Excel and using integrated Finance systems.