

## Role Profile

<b>Job Title:</b>	Finance Administrator- Accounts Payable
<b>Team:</b>	Finance
<b>Reports to:</b>	Senior Finance Manager
<b>Period of Post:</b>	Permanent
<b>Location:</b>	Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland)
<b>Hours of Work:</b>	Normally 28 per week Additional hours may be required to be worked in order to meet the exigencies of the service
<b>Salary scale:</b>	The salary scale for the post is: <ul style="list-style-type: none"> <li>• Point 20 - £25,015 (pro rata)</li> </ul>

### Job Purpose:

To assist in the management and development of a comprehensive, effective and efficient Purchase Ledger function within the Finance Department.

### Key responsibilities:

- Update and maintain financial information in an appropriate and effective format.
- Provide accurate and timely processing of purchase ledger invoices to ensure prompt payment to suppliers.
- Liaise with service management teams to ensure that all invoices are adequately authorised prior to payment being made.
- Report issues of importance and/or concern relating to areas of direct responsibility to the Senior Finance Manager.
- Reconcile company credit card statement.
- To assist in setting, monitoring and maintaining acceptable standards of practice in relation to all aspects of the post.
- Documenting existing processes, identifying inefficiencies and key areas of improvement.
- Provide back-up to other areas of Finance during times of annual leave.

**Key Activities:**

The postholder will be responsible for the following activities:

**Processing Invoices and Statements**

- Input data, check figures and make calculations in the busy office environment, which demands a high level of concentration, while also responding to employee and customer enquiries,
- Input data onto spreadsheets and reporting systems with speed and accuracy,
- Identify and resolve any errors and discrepancies,
- Ensure all invoices and credits are processed on a timely basis and reconciled to supplier statements,
- Processing staff expense claims.
- Ensure all supplier/expense payments are processed and authorised on a timely basis.
- Process and allocate supplier payments to account,
- Liaise with external sources to answer or resolve any queries
- To undertake any other duties appropriate to the role as required.

**Organisational:**

- Ensure the values of Hansel are reflected in your work and that all services provided are delivered in line with our vision and core values.
- Ensure that the rights, choices, dignity and safety of our customers are promoted appropriately.
- Assist in the development of a 'Continuous Improvement' culture.
- Represent the organisation in a professional manner at all times.
- Ensure compliance with all regulatory, statutory and legal requirements.
- Recognise and respect the diversity of internal and external customers.
- Support the wider team during busy periods and peak workloads, e.g. team member absences etc.
- At all times comply with the Health and Safety policy and procedures and act immediately to address or escalate unsafe working practice/conditions.
- Ensure you comply with your duties and responsibilities under Adult Support and Protection legislation.
- Ensure that the policies and procedures of the organisation are followed at all times.
- Attend training and supervision sessions as required for the role.
- Ability to maintain confidentiality regarding financial information.

*This list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described above dependent upon the requirements of the organisation and customers.*

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>		
Experience of working within a financial environment.	✓	
Experience of recording financial transactions.	✓	
Experience working in Purchase Ledger.		✓
<b>EDUCATION AND TRAINING</b>		
Educated to Higher level or equivalent.		✓
<b>KNOWLEDGE AND SKILLS</b>		
Knowledge of Microsoft Office Software including Word & Excel	✓	
Experience working with a Finance software solution.		✓
Understanding of workplace health and safety.	✓	
Good literacy and numeracy skills.	✓	
Good report writing skills.		✓
Negotiation and problem-solving skills.	✓	
Understanding of Social Care values.		✓
<b>CREATIVITY AND INNOVATION</b>		
Ability to use own initiative to promote continuous improvement.	✓	
<b>COMMUNICATION</b>		
Excellent interpersonal skills.	✓	
Ability to promote effective team working.	✓	
<b>DECISION MAKING</b>		
Ability to prioritise workload and manage competing demands.	✓	
<b>DIVERSITY</b>		
Respect for diversity.	✓	
<b>OTHER</b>		
Ability to work flexibly to meet the needs of the service.	✓	
Prepared and able to work outside normal working hours to meet the exigencies of the service.		✓