

Queenscourt Hospice Role Description	
Post:	Finance Assistant (Purchase Ledger)
Reportable to:	Finance Officer
Accountable to:	Head of Finance
Grade:	Corporate Grade C

Role Summary

This role is predominantly responsible for the management of the purchase ledger for QCH & QHR Ltd. Responsible for managing processes and for accurate financial coding of high volumes of invoices for both Queenscourt Hospice and Queenscourt Hospice Retail Ltd onto Sage Intacct. Liaison with suppliers and reconciliation of supplier accounts for audit purposes. Manage review of supplier services negotiating, costing and implementing as required. Assist with year-end accounts and assist auditors when required.

Main duties and responsibilities (Hospice)

- Managing the download, processing and input, in accordance with governance arrangements, of a high volume of purchase invoices for Queenscourt Hospice over various cost centres, departments and nominal codes within required timescales.
- Manage preparation of weekly payment run ready for directors sign off for Queenscourt Hospice.
- Contacting suppliers to arrange setting up accounts, manage queries and liaise with suppliers as required.
- Manage reconciliation of credit card statements for Queenscourt Hospice.
- Identify and negotiate potential cost savings with suppliers on contracts and costs as required.
- Manage Petty Cash accounts including cash handling, balancing and reconciling to the Profit and Loss statement.
- Maintain meter readings across all utilities to ensure accurate invoicing.
- Maintain various expenditure spreadsheets including but not limited to Water, Gas, Electric, Telephone.
- Assist the auditors regarding Queenscourt Hospice and end of year accounts as a legal requirement including preparation of reports and balancing accounts to Sage.
- To arrange Queenscourt Hospice stock-take, liaising with Clinical colleagues, to validate the cost of sale and report on any variances / discrepancies of stock levels for audit purposes.
- Providing cover at peak times, sickness and absence for various finance duties, including but not limited to cashiering, banking, scanning and CRM database, as required.
- Undertaking daily tasks such as emptying the night safe, collecting Refresco and staff meal donations.
- Post duties as required.

Main Duties and responsibilities (Retail)

- Management of purchase invoices for Queenscourt Hospice Retail Ltd over various cost centres, departments and nominal codes within required timescales.
- Manage preparation of payment run ready for directors sign off for Queenscourt Hospice Retail Ltd.
- Contacting suppliers to arrange setting up accounts, manage queries and liaise with suppliers as required.
- Identify and negotiate potential Cost savings with suppliers on contracts and costs as required
- Manage reconciliation of credit card statements for Queenscourt Hospice Retail Ltd.
- Assist the auditors regarding Queenscourt Hospice Retail end of year accounts as a legal requirement

Policies and Procedures

- Understand and comply with the policies and practices of Queenscourt.
- To participate in an annual development and review process.
- To attend statutory and mandatory training in accordance with Queenscourt requirements.

Health and Safety

- The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

Other

- Maintain absolute confidentiality in all areas of work.
- Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and Queenscourt.
- Any other duties commensurate with the grade and post.

NOTE:

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

Person Specification – Finance Assistant (Purchase Ledger)

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<u>Qualifications</u>	<ul style="list-style-type: none"> • Minimum of AAT level 3 qualification or proven experience • Level 2 in numeracy and literacy 	<ul style="list-style-type: none"> • AAT Level 4 	Application Form Certificates
<u>Experience</u>	<ul style="list-style-type: none"> • Previous experience of working in a financial role • Experience of using Sage • Proficient user of Excel 	<ul style="list-style-type: none"> • Experience of Gift Aid • Cash handling • Experience of data input • Experience of using Sage intacct 	Application Form Interview References
<u>Skills & knowledge</u>	<ul style="list-style-type: none"> • Advanced Microsoft Excel skills • Exceptional attention to detail • Problem solving and analytical skills • Good communication skills 	<ul style="list-style-type: none"> • Knowledge of HMRC Charity and VAT Regulations 	Application Form Interview References Test
<u>Personal Qualities</u>	Highly motivated; calm attitude; can demonstrate initiative; team player who can demonstrate a positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers.		References Interview
<u>Disclosure and Barring Service (DBS)</u>	This post is not subject to a disclosure and barring service check		