

**SHORE MEDICAL
JOB DESCRIPTION AND PERSONNEL SPECIFICATIONS**

Job Title	Senior Accounts Assistant (Healthcare Finance)
Responsible to	Finance Director

JOB SUMMARY

We are looking for an experienced senior account assistant to join our team based at our Lilliput location.

We have grown significantly since our merger in 2019 and are now looking for a dedicated professional to support our finance function, working closely with our accounts team to help manage the day-to-day accounts function and provide detailed financial data to the wider management team and Partnership.

The ideal candidate will ideally have a recognised accountancy qualification such as their AAT but this is not as important as experience. Knowledge of primary healthcare finance experience and experience in designing and implementing financial processes would be advantageous.

You should be confident in the production of regular management information and budget monitoring as well as have a good understanding of credit control functions. The role works closely with our other finance staff as well as the Managing Partner of the practice.

As a Senior Accounts Assistant, you will be responsible for managing various financial tasks and assisting with the day-to-day operations of the accounting department. The ideal candidate will have a strong background in accounting software and possess excellent attention to detail.

Duties:

- Process financial transactions, including accounts payable and receivable
- Prepare and maintain financial records, ensuring accuracy and compliance with regulations
- Assist with month-end and year-end closing procedures
- Reconcile bank statements and resolve any discrepancies
- Generate financial reports and assist with data analysis
- Assist in the preparation of budgets and forecasts

Candidates should ideally possess the following: -

- Have a recognised accountancy qualification.
- Job specific experience.
- Experience in budgetary monitoring and forecasting.
- Possess excellent written and verbal communication and interpersonal skills to liaise with people at all levels within the organisation.
- Knowledge and experience of financial aspects of NHS finances and restrictions.
- Proficient in the use of all Microsoft software, with particular knowledge of Excel.

Personal qualities/attributes

- Be a positive team player.
- Possess excellent analytical skills.
- Have the ability to work under pressure and to tight deadlines whilst producing accurate results.
- Be able to adapt to changing and priorities across the wider senior management team.
- Have effective personal time management.

We are a great place to work with a real staff welfare ethos and have a passion for supporting our patients across the Poole and Bournemouth area.

The role is offered on a part time basis over 3 to 4 days per week.

Salary is competitive and dependant upon skills and experience and benefits from access to the NHS pension scheme.

Benefits include;-

- Company (NHS) pension with associated death in service benefits
- Generous paid holiday allowance
- Cycle to work scheme.
- Preferential car lease scheme
- Staff paddleboard use
- Annual free social events
- Employee NHS discounts and benefits

Equality and Diversity:

Shore Medical is committed to developing, supporting and sustaining a diverse workforce, representative of the community it serves, through the creation of a work environment where staff are able to do their jobs to the best of their abilities without having to face discrimination or harassment. **All employees** have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the policies and measures adopted by the practice.

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Confidentiality and Data Protection:

Confidential and personal information related to staff, patients and Shore Medical must not be disclosed within or outside the place of work, except in the proper discharge of duties. It is the

responsibility of all staff to be aware of their obligations in respect of the General Data Protection Regulation 2018, as outlined in practice policy and procedure.

Health and Safety:

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety policy. This will include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Actively reporting of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role.
- Reporting potential risks identified.

Equal Opportunity

Shore Medical Group is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All applicants meeting the minimum criteria for the role will receive consideration for employment without regard to age, marriage or civil partnership status, gender, gender expression or gender identity, disability, race or ethnicity, religion or belief, sexual orientation or veteran status.

Asylum and Immigration Act 1996

All applicants will be asked to provide the required documented evidence of eligibility to live and work in the UK. In completing this application, you are giving Shore Medical Group permission to contact the Home Office/UKBA to establish your immigration status and eligibility to work at Shore Medical Group.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.

- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect their own work.

Environment:

Working conditions will be office based requiring the use of display screen equipment. There may be occasional exposure to indirect emotional circumstances.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Finance Support Administrator. I further understand that I am responsible for the satisfactory implementation of the essential functions described under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____