

JOB DESCRIPTION

Post Title:	Financial Administrative Assistant Ty Penrhos Care Home
Employer:	Hafod Care Association Limited
Responsible To:	Senior Administrative Officer

PRINCIPAL DUTIES:

1. To collect and process payments from D.W.P, Local Authorities, Health Authority and individuals using appropriate income collection methods.
2. To monitor and maintain residents rent accounts and financial files.
3. To liaise with statutory and voluntary bodies as required.
4. To scrutinise contracts made on behalf of residents.
5. To process invoices for payment to Suppliers.
6. To regularly bank cash and cheques in respect of payments to the Section.
7. To provide full administrative support to Ty Penrhos Care Home.
8. To provide advice and assistance to residents and their families regarding administrative and financial issues within your remit.
9. To be responsible for the Payroll process
10. To cover any other duties as requested by the Senior Administrative Officer.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

HAFOD CARE ASSOCIATION LIMITED

PERSON SPECIFICATION: FINANCEIAL ADMINISTRATIVE ASSISTANT		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	RSA Level II in Typing/Word processing or equivalent	AAT HNC in Business and Finance NVQ Level IV Business Administration or equivalent
WORK EXPERIENCE	Administrative role within a client service environment. Regular internal liaison within an organisation and liaison with external bodies eg. DSS and Local Authorities	Previous experience within a care environment Internal Audit Experience
SKILLS AND KNOWLEDGE	Financial record keeping Communication - written and verbal Computer Literacy: Word Excel Ability to prioritise workload Ability to work accurately and to strict timetables	Credit Control Microsoft Publisher
SPECIAL APTITUDES	Honesty Initiative Flexibility Teamworker Independence	Flexible attitude towards work roles
OTHER REQUIREMENTS	Full current driving licence and access to your own vehicle.	

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE. THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.

PAY AND CONDITIONS – FINANCIAL ADMINISTRATIVE ASSISTANT

1. The salary for this position will be **£18984** for **36** hours per week.

A cost of living rise is awarded on 1 January each year which is based on the average index of earnings percentage figure for the preceding August.

2. The hours of work will be **36** per week (normally Monday to Friday, but occasionally may involve a weekend or evening duty) by agreement with management.

Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your minimum paid holiday entitlement will be 20 days per annum plus bank and public holidays and extra statutory and concessionary days amounting to an extra 14 days in total per annum .

In addition to the basic entitlement, staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each following complete year of service up to a maximum of ten working days.

4. Employees are entitled to join the Association's company pension scheme with Scottish Widows after three months employment with the Association.

5. You will be required to be in possession of a current valid driving licence and provide your own car. You will be reimbursed for mileage undertaken on the Association's business under the Fixed Profit Car Scheme under which the Association can pay tax free mileage allowance. For 2007/8 this allowance is 40p per mile for the first 10,000 miles and 25p per mile thereafter.

6. On appointment you will become a member of the Association's group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice annual salary in the event of your death whilst an employee of the Association.

Closing Date: Friday 5th March 2010