



## JOB DESCRIPTION – FINANCE ADMINISTRATOR

**REPORTS TO:** Home Manager

**RESPONSIBILITY:** To ensure all administrative duties associated with the Home are carried out in an effective, efficient and timely manner.

To provide administrative support to the Home Manager and the Management Team as and when requested/required.

To undertake finance and Human Resource administration on a routine basis ensuring deadlines for reporting are met.

Undertake all activities ensuring confidentiality at all times

To take part in any associated training activities in order that you maintain the skills and knowledge to carry out your role in an effective and safe manner

### KEY ACCOUNTABLES:

- To ensure that all manual and computerised records are maintained, legible and accurate.
- To ensure that all correspondence and reports, including general clerical duties, typing, and photocopying are carried out in an accurate and timely manner.
- To implement systems to collate accurate information as requested by the Management Team.
- To welcome relatives and visitors, treating them with respect and acting upon their requests in a timely manner.
- Answer the telephone promptly in a polite and friendly manner and take messages and ensure that they are recorded and passed onto the relevant person in a timely manner.
- To ensure that all records are filed in their correct location and are accessible as and when required.
- To ensure the completion of weekly/monthly staff attendance records are maintained, are accurate and sent to payroll for processing.

- To ensure you maintain your knowledge and understanding of the payroll manual.
- To complete admission/discharge of bed return forms.
- To produce and issue self-funded and local authority Resident Agreements in a timely manner.
- To open and distribute incoming post, and ensure outgoing post is correctly addressed.
- To assist with the ordering of but not limited to stationery, food and cleaning materials.
- To ensure that absence records are maintained and are up to date and to prepare any relevant information associated with absence.
- To be effective in written and verbal communication both within the Home and with Head Office.
- To ensure that all associated administration duties are carried out effectively, efficiently and in a timely manner.
- To ensure pay slips are distributed to all staff.
- To manage residents personal monies in accordance with Company Petty Cash & Amenities Policies.
- To assist and support other care home staff during meal times.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively.
- To attend all staff meetings, supervision and appraisals sessions when required.
- Be committed to personal and professional development is maintained and ensure the required QCF training is met in order to carry out the role efficiently and effectively.
- To ensure adherence to the Company's Dignity at Work and Bullying and Harassment Policy is adhered to at all times. Racial, sexual or any other harassment will not be tolerated.
- It is the responsibility of every member of staff to ensure compliance with health and safety at work legislation.

- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation
- It is the personal responsibility of all staff to act in accordance with the Care Act 2014, (England), The Nursing Regulations (Northern Ireland) 2005 and The Residential Care Homes Regulations and Associated Minimum Standards (NI).
- To be flexible and perform any other duties that may arise from time to time to meet the ongoing needs of the Company.

I....., accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
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Signature	
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Date	
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**PERSON SPECIFICATION**  
**FINANCE ADMINISTRATOR**

**Please note that the experiences can be assessed any of the documents in the evidence sourced column**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Sourced By</b>
<ul style="list-style-type: none"> <li>• Proficient with Microsoft Office</li> <li>• Work experience within a care setting</li> <li>• Previous experience in an administrative role</li> <li>• Cash Handling</li> <li>• Finance Administration</li> <li>• <b>Human Resources Administration</b></li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>D</b> <b>D</b> <b>D</b>	D D D D D D	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Application Form/Interview</li> <li>• Application Form/interview</li> <li>• Application form/interview</li> </ul>
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Sourced By</b>
<ul style="list-style-type: none"> <li>• Knowledge of Care Act 2014</li> <li>• Knowledge of the Nursing Home Regulations (NI),</li> <li>• Residential Care Homes Regulations (NI). Associated minimum standards (NI)</li> <li>• Safeguarding of Vulnerable Adults</li> </ul>		D D D D	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Interview</li> <li>• Interview</li> <li>• Interview/refs</li> </ul>
<b>Skills &amp; Competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Sourced By</b>
<ul style="list-style-type: none"> <li>• Written communication</li> <li>• Verbal communication</li> <li>• Continuous Professional Development</li> <li>• Attention to detail</li> <li>• Commitment to the delivery of excellence</li> <li>• Teamworker</li> <li>• Ability to meet deadlines</li> <li>• Ability to multitask</li> <li>• Ability to work under pressure</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	E E E E E E E E E	<ul style="list-style-type: none"> <li>• Practical Tests</li> <li>• Interview</li> <li>• Application form</li> <li>• Practical Tests</li> <li>• Interview/References</li> <li>• Interview</li> <li>• Practical test</li> <li>• Interview</li> </ul>
<b>Behaviours</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence Sourced By</b>
<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Courteous</li> </ul>	<b>E</b> <b>E</b>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Interview</li> </ul>

**In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability**