

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **FORCE Finance & Administration Officer** |
| **Reports to** | **FORCE Finance Supervisor & Data Analyst** |
| **Band** | **3** |
| **Department/Directorate** | **FORCE Cancer Charity/ Cancer Services** |

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| **JOB PURPOSE** |
| To assist in processing income and expenditure for the charity and dealing with general administrative duties. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Finance Functions**   * Assist with processing income from various sources and writing thank you letters to supporters * Preparation of cash and cheques in readiness for banking collections * Assist with posting purchase invoices and setting up new suppliers * Assistance with bank reconciliations * Assist with monthly and quarterly stock takes and ordering of stock * Monitoring petty cash levels and maintaining ad hoc floats as required   **Administrative Functions**   * Open and distributing of post * Working with Fundraising Team to assist with admin tasks as required/ appropriate for this post * Processing Gift Aid declarations * General filing of finance/admin documentation * Logging maintenance issues with Estates * Regular Health & Safety Monitoring checks * Other finance/ admin tasks relevant to the post |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to interact effectively with staff of all levels throughout the organisation on a day-to-day basis.  In addition, the post holder will interact with FORCE supporters and suppliers on a regular basis.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Finance Team * Shop Team * Fundraising Team * Other Office Staff * Volunteers | * FORCE Supporters * FORCE Suppliers | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
| **FORCE Finance Team:**   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |
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| **FREEDOM TO ACT** |
| Works within Financial Operating Procedures/ routines with little direct supervision but with advice and guidance available from other team members when required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate effectively with staff, volunteers, suppliers and supporters including discussion and written correspondence. Proactively manage email communication. Assist with donor correspondence which can be sensitive as supporters may also be patients / carers. Assist with negotiations with suppliers. Explain financial processes to volunteers at reception/ the Oncology snack bar and assist with ad hoc queries they may have. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Analytical and interpretation skills to review financial payments and receipts. Daily investigation of financial queries and regular analysis of detailed data to identify and help to resolve errors and discrepancies. Judgement on facts that require analysis to ensure that correspondence with supporters is approached sensitively. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Ability to prioritise day to day work to ensure daily, weekly and monthly financial deadlines are met. For example, processing income in time for weekly collection, responding to supporters and dealing with queries in a timely manner. |
| **PATIENT/CLIENT CARE** |
| Infrequent contact with patients visiting the Centre providing non-clinical advice. |
| **POLICY/SERVICE DEVELOPMENT** |
| Implements existing policies and proposes changes to working practices in own area. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Cash handling and processing on a daily basis. Responsibility for petty cash and other floats. Processing purchase orders and batching invoices for payment. Monitoring of stock levels and ordering within agreed budgets. |
| **HUMAN RESOURCES** |
| Demonstrates activities to non-financial staff/ volunteers. Assists with induction training for new team members. |
| **INFORMATION RESOURCES** |
| Daily data entry inputting financial and non-financial information to database and financial accounts systems. Creates financial spreadsheets. Maintaining accuracy of donor/supplier details on database. Contributes to improvements to financial systems in own area of work. |
| **RESEARCH AND DEVELOPMENT** |
| Undertakes surveys or audits as necessary to own work. |
| **PHYSICAL SKILLS** |
| Advanced keyboard skills to input and manipulate financial and administrative data. |
| **PHYSICAL EFFORT** |
| Frequent requirement for sitting in a restricted position. Inputs at keyboard for most of the day. Some manual handling of stock deliveries in accordance with manual handling training. |
| **MENTAL EFFORT** |
| Frequent concentration required inputting data, checking and reconciling information, making calculations and answering queries. |
| **EMOTIONAL EFFORT** |
| Exposure to distressing or emotional circumstances are rare but there may be limited contact with distressed patients/ carers who are also supporters of the charity. |
| **WORKING CONDITIONS** |
| Use VDU more or less continuously for substantial portion of the day. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | **Finance & Administrative Officer** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Educated to AAT Intermediate level/ NVQ level 3/ equivalent qualification or able to demonstrate relevant ability through work experience  A minimum of 5 GCSEs (or equivalent) including Maths and English | E  E |  |
| **KNOWLEDGE/SKILLS**  Knowledge of financial computer systems and financial procedures eg finance coding structures, petty cash, VAT, balancing and reconciling accounts/ledgers  Knowledge of Sage accounts packages  Strong numerical skills  Proficient computer skills including accurate and efficient input of data to accounting software/ database/ excel spreadsheets  Cash Handling  Ability to deal with sensitive and confidential information in a professional manner  Knowledge of charity accounting  Understanding of Gift Aid regulations | E  E  E  E  E | D  D  D |
| **EXPERIENCE**  Experience of working in a financial environment  Experience in charity accounting environment  Experience of working with standard Microsoft Office software | E  E | D |
| **PERSONAL ATTRIBUTES**  Able to work well as part of a busy team  Excellent written and verbal communication skills  Competent IT user  Concentration and attention to detail  Ability to identify errors and discrepancies and seek solutions  Good organisational skills and ability to prioritise tasks, follow procedures and work to deadlines  Enthusiastic and flexible approach to work  Honesty, integrity and awareness of confidentiality issues  Understanding of and empathy with the work of FORCE | E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS** |  |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y | R |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | Y | R |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y | R |  |  |  |
| Working in isolation | Y | R |  |  |  |
| Challenging behaviour | N |  |  |  |  |