



ST GILES HOSPICE JOB DESCRIPTION

I	<p>Job Title: Purchase Ledger & Accounts Assistant</p>
	<p>Responsible to: Finance Manager</p>
	<p>St. Giles Hospice</p>
II	<p><u>St Giles Hospice</u> St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers. Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic. Patients come from across the hospice's catchment area, which ranges from Ashby-de-la Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south. Care is offered at the hospice's centres in Whittington, Sutton Coldfield, and Walsall in patients' own homes across the region. St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community. We employ more than 400 people across a broad range of roles – from direct patient care to fundraising and administration as well as support from over 1500 volunteers to provide our services.</p> <p>Job Purpose:</p> <p>To facilitate the smooth running of the Hospice by providing a service to all departments (clinical and non-clinical) for the purchasing of goods/supplies for the running of the Hospice and to have overall control and responsibility for this process and the maintenance of the purchase ledger.</p> <p>To be responsible for completing bank reconciliations and various monthly management accounting requirements including prepayments and accruals journals.</p>

III	<p>Job Activities:</p> <ul style="list-style-type: none"> ▪ Purchasing supplies and equipment as requested by staff within the hospice, set up new supplier accounts and maintain existing account details within the purchase ledger. ▪ Dealing with all orders in a timely and efficient manner including sourcing and obtaining quotes where necessary; chasing up outstanding orders; collating, matching and checking all orders, delivery notes and invoices; coding invoices; obtaining appropriate authorisation for all invoices; posting to the ledger using Sage Line 50 accounts system. Preparing remittance advice slips for payment, preparing cheques for recording and mailing and preparing BACs payments in accordance with agreed terms with suppliers. Payments using the company debit card for authorised purchases where necessary. Reconciling supplier statements. ▪ Operating and maintaining an effective filing and recording system for all documentation and transactions. ▪ Responding efficiently and effectively to all telephone and email queries and informing the Finance Manager of any disputes or overdue accounts. ▪ Maintaining detailed finance procedures for all activities relating to this role. ▪ Completing monthly bank reconciliations and accruals and prepayments. ▪ Completing monthly prepayments and accruals schedules for the management accounts. ▪ Providing cover for the opening of incoming mail and franking mail using the franking machine as required. ▪ Supervising clerical volunteers. ▪ Readily and willingly taking on any other duties appropriate to the post as may arise.
IV	<p>Terms and Conditions of Employment</p> <p>Scale of Pay: Dependent on Experience. Tenure: Permanent Hours: 37.5 hrs per week</p>

	Holiday Entitlement: 27 days plus 8 Bank Holidays per annum pro rata (Rising to 35 days with service)		
	Person Specification		Essential/Desirable
V	Qualifications	Sage Line 50 or similar Good standard of maths & English Introduction to AAT or Accountancy qualifications or relevant experience	D E D
	Skills	Organisational/time management Accuracy Microsoft Excel, Word and Outlook Team Worker Good oral and written communication Good work ethic Nurate Ability to work to deadlines/under pressure	E E E E E E E E
	Knowledge	Accounts/Purchase ledger knowledge	E
	Attributes	Team player Able to work on own initiative Able to prioritise Personable/empathic Patient Flexible Diplomatic An interest in pursuing/developing finance related role	E E E E E E E D

