

Suffolk Primary Care

Job Title: Accounts Assistant
Base: Stowmarket, Suffolk
Hours: 30 – 37.5 hours per week
Salary: FTE £26,671 - £29,330 (£13.64/hr - £15.00/hr)

Job Summary

To support and work with others within the finance team, reporting to the Finance Team Leader. They are responsible for keeping accurate financial records, posting of day to day accounting transactions and maintaining effective communication and relationships between the department, practices and external customers and suppliers.

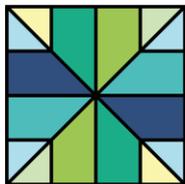
Ensuring prompt payments both to and from Suffolk Primary Care.

Support and cover, when required, other members of the accounting team.

Key Responsibilities

- Daily maintenance of bank transaction reconciliations
- Monthly downloads of finance files, such as bank statements and PCSE statements
- Daily review/maintenance of both finance and sales email inboxes
- Assist in the maintenance of daily cashflows
- Accurate input of supplier invoices and staff expenses onto Xero for both SPC and PCN
- Preparing and processing bi-weekly payment runs, as well as any other payments as and when required
- Reviewing payable accounts to ensure accuracy compared to supplier statements
- Accurate posting of PCSE drug and income statements
- Raising of adhoc sales invoices for both SPC and PCN
- Review debtors and follow up with customers for timely payment of overdue invoices on a monthly basis
- Complete reconciliations of petty cash and bank statements on a monthly basis
- Complete monthly reconciliations of prepayments, accrued expenses and deferred income, and raise the appropriate journals
- Record and submit claims to PCSE for practice income, including, but not exhaustive to, rent, water and business rates
- Monthly completion of bank balance worksheet
- Assist the Head of Finance and Finance Team Leader with other adhoc tasks where required
- Undertake any other duties or responsibilities which may be reasonably requested.





Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this Job Description, you will have access to confidential information relating to patients and their carers, staff and other healthcare workers. You may also have access to information relating to Suffolk Primary Care as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of Suffolk Primary Care may only be divulged to authorised persons in accordance with Suffolk Primary Care policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety

You will assist in promoting and maintaining your own and others' health, safety and security as defined in Suffolk Primary Care's Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Suffolk Primary Care 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
- Reporting potential risks identified

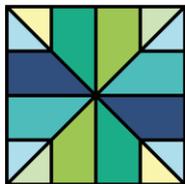
Equality and Diversity

You will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Suffolk Primary Care 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.

Personal/Professional Development





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You will participate in any training programme implemented by Suffolk Primary Care as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Monthly training sessions as necessary

Quality

You will strive to maintain quality within Suffolk Primary Care, 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

You 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

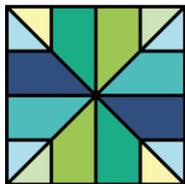
Contribution to the Implementation of Services

You will:

- Apply Suffolk Primary Care policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Equal Opportunities





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Suffolk Primary Care is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures

Right to work

All applicants must have the legal right to work in the United Kingdom at the time of application and throughout the duration of employment. This includes holding a valid visa or immigration status that permits employment in the UK, if applicable.

Suffolk Primary Care is unable to employ or continue to employ individuals who do not have, or are unable to provide evidence of, their right to work in the UK.

Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.

Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staff are required to communicate any infection risks to the Infection Control lead.

Complaints

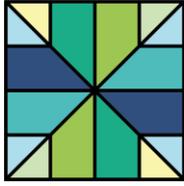
From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Clinical Governance and Risk management

Suffolk Primary Care believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the practice you are expected to take a proactive role in supporting Suffolk Primary Care's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments





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- Following policies, guidelines and procedures
- Maintaining continued professional development
- Clinical staff making entries into patient health records are required to follow any Suffolk Primary Care standards of record keeping

Information Quality Assurance

As an employee of Suffolk Primary Care it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Suffolk Primary Care requirements and instructions.

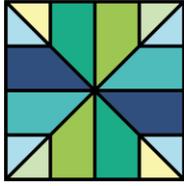
Freedom of Information

You should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and you are responsible for helping to ensure that Suffolk Primary Care complies with the Act when handling or dealing with any information relating to Suffolk Primary Care activity.

Person Specification

Factor	Essential	Desirable
Qualifications		Hold, or be working towards, a recognised accounting qualification
Knowledge & Experience	General understanding of financial principles, practices and regulations. Proficient in accounting software and spreadsheets Demonstrable office administration experience.	Experience of primary care finance Working knowledge of Xero accounting software





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	<p>Proven ability to work effectively either as an individual or a member of a team and relate effectively with staff on all levels</p> <p>Experience of working within a diverse and innovative environment, where priorities change and adjustment to working practices are often made.</p>	
Ability & Skill	<p>Intermediate Level in Excel.</p> <p>Proven organisation and planning skills.</p> <p>The ability to prioritise work within set deadlines.</p> <p>Ability to clearly, effectively and with sensitivity communicate complex information to others.</p> <p>Ability to work flexibly and under pressure.</p> <p>Ability to work without supervision</p> <p>Able to produce work to a high level of accuracy and detail.</p> <p>Ability to deal with difficult customers in a tactful and professional manner</p> <p>Ability to maintain concentration on complex tasks in a busy working environment.</p>	

