

GENERAL AND FINANCE ADMINISTRATOR JOB DESCRIPTION AND JOB SPECIFICATION

JOB TITLE: General and Finance Administrator
REPORTS TO: Care Manager/Branch Manager
SUMMARY OF POST: To provide general and finance administrative duties

MAIN RESPONSIBILITIES:

- Liaising with the providing support to Care Co-ordinators and Field Care Supervisors
- Responsible for general data input
- Assisting with updating of records of Service Users and Care Workers as required
- Ensuring all filing systems are up-to-date
- Applying for two written references for all Care Worker applicants and verifying references on return
- Producing Care Worker payroll and resolving any subsequent wage queries
- Producing invoices and resolving any subsequent invoice queries
- Allocation of cheques/cash against invoices
- Preparation of reports as required

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education • Good literacy and numeric skills 	
Experience	<ul style="list-style-type: none"> • General office administrative duties – typing, letter writing, filing • Working knowledge and understanding of payroll processes • Working knowledge and understanding of invoice processes • Payroll and invoice query resolution • Report preparation 	<ul style="list-style-type: none"> • Working knowledge of the Domiciliary Care industry and surrounding regulations and legislation • Understanding of Regulatory Body functions and requirements • General office administrative duties within Social Care • Working knowledge of StaffPlan Roster • Working knowledge of Sage Payroll and Sage Line50
Skills/Attributes	<ul style="list-style-type: none"> • Process and procedure driven • Excellent communication skills • Ability to work on own initiative and as part of a team • Good planning and organisational skills • Ability to cope with pressure • Ability to cope with change 	<ul style="list-style-type: none"> • Commitment to own professional and personal development • Commitment to own professional and personal development
Additional Requirements	<ul style="list-style-type: none"> • This post is subject to an Enhanced CRB 	