



Frome Medical Practice

SUPPORTING YOUR HEALTH

Job Description

Title: Finance Assistant (Purchase Ledger)

Accountable to: Financial Controller

Job Summary: Under the management of the Financial Controller, ensure that the purchase ledgers are monitored, managed and delivered efficiently and effectively.

Key Tasks

Financial

- Match delivery notes to invoices for quantity and price
- Liaise with stock controller to agree orders/deliveries of drugs and consumables to invoices
- Process onto QuickBooks online using correct account headings
- Allocate costs by QB department
- Send invoices out to relevant department for authorisation and input onto QuickBooks
- Scan and link all invoices to entries made on QuickBooks and file invoices accordingly
- Reconcile supplier statements to ledger and deal with any discrepancies that may arise
- Responsible for setting up bank payments on the bank – this does not include authorising
- Deal with any queries raised by various departments/obtain quotes, etc. for requisition purchase order requests and source most competitively priced products
- Copy and record all capital expenses/prepayments/accrual invoices
- Copy and record all invoices relating to RUH, LUC Consumables and Freed up Resources expenditure.
- File and process Federation/Health Connection Invoices separately to FMP
- Monitor supplier accounts paid by DD
- Reconcile MPS/MDU subscriptions
- Responsible for supplier payments for Frome Medical Practice, Frome Health Solutions Limited, Frome Medical Consortium Limited and any other business under the control of the FMP Partner's.
- Email remittances to suppliers and post relevant payments onto QB
- Ensure adherence to Practice Budget - expenditure
- Preparing additional payments as advised by Financial Controller

- Provide the financial information (expenditure) required for development of bids for new NHS work
- Assist with cash flow monitoring
- Monitor and replenish stationery stock and refreshments
- Collate and arrange payment of staff expenses
- Provide support for other tasks within the finance department to include covering for other staff in periods of leave or sickness

Health & Safety

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

All post holders are expected to:

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service
- Work within the operating hours of the surgery
- To work as an integral part of the whole practice team

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order in consultation with the post holder through the appraisal and review process.

Person Specification: Finance Assistant (Purchase Ledger)

Attributes	Description	E/D	Method of Assessment
Qualifications and Training	Minimum 3 Grade C and above GCSE / O level passes, to include English Language	E	Application
	Book Keeping/ AAT or equivalent	D	Application
Experience	Experience in working with QuickBooks online	D	Application/ Interview
	2-3 years commercial experience of using accounting software	E	Application/ Interview
Skills and Abilities	Ability to demonstrate a high standard of communication skills with a range of people: face to face and on the telephone.	E	Application/interview
	High standard of organisation skills	E	Application/ Interview
	Attention to detail	E	Application/ Interview
	Ability to work to deadlines	E	Application/ Interview
Personal Qualities	Motivation to expand knowledge /skill level/range.	D	Interview/Application
	Able to manage own short-term work priorities	E	Interview/Application
	Able to act on own initiative when required.	E	Interview/Application
	Develop and maintain good working relationships both within the team and the organisation	E	Interview
Other	Able to work flexible hours	D	Interview