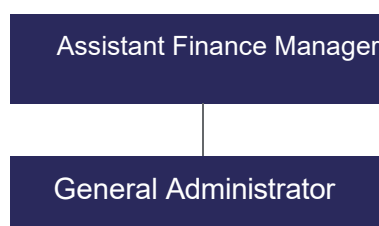


JOB DESCRIPTION

Position Title	General Administrator	Department	Administration
Generic Job Title	Administrator	Segment	Healthcare
Team Band	Sodexo Blue	Location	Birmingham
Reports to	Assistant Finance Manager	Office / Unit name	Birmingham Children's Hospital

ORGANISATION STRUCTURE



Job Purpose

Assist the Assistant Finance Manager and Management Team to ensure the administration of the contract runs smoothly, produce high quality accurate work, and meet deadlines, whilst also providing support with, maintaining documents for site, administering Saffron, data input, cash handling, collating data. Ad hoc duties.

Accountabilities or “what you have to do”

- Cashing up as and when needed only.
- Complete daily cash counting, safe audits & banking. Ensuring cash holding is in line with company policy by regular banking.
- Complete the Cash Trading Summary, within the time scale, to enable the closing all accounts and complete the transit of information in line with the trading periods.
- Process cash through the company accounting system as required.
- Record and balance Vending transactions against audit numbers and input on to cash sales report.
- Assist in the managing of hospitality invoicing, log sheets and support as required with the collation of daily hospitality within the Trust and chasing payment to keep debt to a minimum.
- As required, assist to ensure the accurate recording and collation of all trading documentations ready for weekly and period end submission is carried out.
- Collate information and compile spreadsheets for training compliance checks.
- Assist in the general security of personnel documentation and compliance with the Data Protection Act in respect of personal data.

- Daily Data input of patient billing information / Saffron input for Parkview, Birmingham and Women's if necessary.
- Collate information and compile spreadsheets or graphs / data in relation to business processes to support the finance administrator and general manager.
- General administrative duties to include but not limited to; processing of incoming and outgoing post; general office filing; photocopying; stationary orders; archiving; assisting with HR documentation.
- Any other reasonable management request

Key Performance Indicators (KPIs) or "What it will look like when you are doing the job well"

- Daily, Weekly and month end deadlines met

Skills, Knowledge and Experience

Person specification		
	Essential	Desirable
Qualification	IT literate with knowledge of office software packages including Word, Excel & PowerPoint	Business Administration Qualification
Experience	- Previous experience working in a customer facing role - Experience of working with financial information - Cash handling	- Previous experience working in a healthcare environment - Previous experience within a HR administrative role / environment
Behaviours	- Show empathy, care, and compassion (C) - Ability to communicate effectively with patients, visitors, colleagues, clients (C) - Ability to work independently, flexibly, and professionally – dealing with stressful and changeable situations (A) - Ability to adhere to instructions, standards, and procedures (A) - Ability to build relationships and show respect for other people (R) - Positive attitude and enthusiasm (E) - Ability to work as part of a team (S) - Excellent customer service skills (S)	
Knowledge	Excellent literacy and numerical skills	

Contextual or other information

The postholder has a responsibility to comply with Sodexo's and the Trust's policies and procedures regarding their own conduct on site, including but not limited to infection control, smoking and car-parking as well as ensuring that any employees under their supervision equally comply.

Due to the location of the role the postholder will be required to undertake a DBS check.

Version	V4	Date	07/07/2025
Document owner	Monor Ullah		