

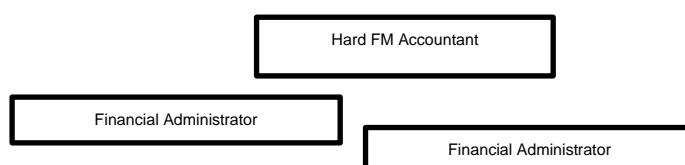
Job Description: Admin and Finance Assistant

Function:	Healthcare Finance
Job:	Financial administrator
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Finance Manager
Additional reporting line to:	
Position location:	Hereford County Hospital

1. Purpose of the Job – State concisely the aim of the job.

- You will be the main ambassador for Sodexo in the office as the main contact for all Trust & Sodexo car park related duties and general requirements.
- You will be responsible for producing reports for Sodexo and the Trust
- To support the finance department with administration tasks
- To be responsible for cash, management, reconciling and reporting for all retail units on site.
- To be the first line of contact for all calls made to the Finance and administration Office.

2.. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



3. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Candidate must work within Sodexo Trading/Cash Counting Policies
- Candidate must be able work in a timely manner to strict deadlines.
- Excellent attention for detail with a high level of accuracy.
- Candidate must have a strong communication skills and professional and polite manner both face to face or by telephone or email.

4. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Process car parking Permits and keep detailed and accurate records.
- Reconcile car parking monies on behalf of CP Plus.
- Manage and provide billing information for all trust departmental parking permits, requesting the required purchase orders to enable billing processing in a timely manner.
- Answer incoming calls and route to appropriate departments.
- Provide change and G4S collection support.
- Responsible for reconciling cash, reporting, and preparing banking documents, for on-site retail outlets.
- Raising CAPEX Purchase Orders and PMO's via SAP and Goods Receipting Deliveries in an accurate and timely manner.
- Assist the Finance team with Ad Hoc Requests
- Provide the car parking schedule 10 report with full back up information annually to the Finance manager.
- Weekly/Monthly Report distribution of Outstanding Purchase orders and PMO status
- Provide quarterly billing information for recovery of parking permit fees from salary deductions by the trust.
- Any other administrative duty that may be required to support the business.
- To review and reconcile the car parking profit centre on SAP to records kept.
- Assist with month end financial administration.
- Assist with stationary and uniform ordering and allocation as required.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure a strong control environment by working within Sodexo policies and procedures.
- Work within Sodexo H&S policies to ensure accident rates are minimised.
- To be an ambassador for Sodexo with both Sodexo and Trust staff and all visitors

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good interpersonal and organisational skills
- The ability to work professionally, respectfully and with confidentiality at all times
- Ability to work on your own initiative
- Ability to work as a team player
- Ability to communicate at all levels
- Attention to detail
- Good IT skills including MS Office (especially Excel)
- Experience of working within a pressurised and deadline focused role
- Willing to take on a level 2/3 financial apprenticeship within 6/8 months of role commencement

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Customer Focus - Building strong customer relationships and delivering customer-centric solutions
- Being Resilient - Rebounding from setbacks and adversity when facing difficult situations
- Ensures Accountability Holding oneself and others accountable for meeting commitments
- Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- Nimble Learning - Learns through experimentation when tackling new problems, using both successes and failures as learning fodder
- Optimises Work Processes - Knows the most effective and efficient processes to get things done, with a focus on continuous improvement.

9. Management Approval – To be completed by document owner

Version	2	Date	30.05.2024
Document Owner			