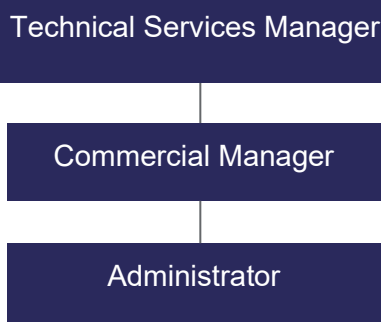


JOB DESCRIPTION

Position Title	Administrator	Department	Technical Services
Generic Job Title	Administrator	Segment	Healthcare
Team Band	A - Banded	Location	Wythenshawe Hospital
Reports to	Paul Santo	Office / Unit name	Wythenshawe Maintenance

ORGANISATION STRUCTURE



Job Purpose

- The Administrator is a member of the Commercial Team reporting directly to the Commercial Manager.
- Responsible for maintaining and processing on site Commercial Team administration of the Hard FM Service Provision on Site.

Accountabilities or “what you have to do”

- Reporting directly to the Commercial Manager
- Liaising with off site Financial and Commercial departments as required.
- Take receipt of printed order(s) from stores, obtain management authorisation, enter details on Commitment Accounting database and distribute order(s) as necessary.
- Take receipt of invoice, check validity of invoice (i.e. Does it match the order in description, value and order number references), confirm works have been completed / goods have been received, obtain management authorisation to process, enter invoice details onto Commitment Accounting database.

- Assist Commercial teams in entering approved orders and invoice details onto SAP and batch invoices for Sdx back office processing, photocopy and file copies of invoices for onsite files, send authorised original invoices to Sdx Salford for payment.
- Investigation of invoice queries as required.
- Assist in reconciliation of SAP data to Commitment Accounting on a continual basis and to aid Annual Balancing Statement calculation.
- Weekly / Monthly Timesheet processing and upload assistance onto SAP/Payroll systems. Address any timesheet / payroll queries as required.
- Action Supplier / Subcontractor invoice and payment queries, liaising with Managers / Supervisors / Other Staff where required.
- Chase Suppliers and Subcontractors for invoices when 30 days have elapsed since receipt of goods or completion of works.
- Report any invoice values which exceed order values to the Commercial Manager.
- Where several invoices are received for the same order number; ensure the total of all invoices received do not exceed the order value.
- Assist in the setting up of new Suppliers and Subcontractors, obtaining all required details in the process such as CIS information.
- Assist in the production of Fee Invoice back-up to agreed timescales, including:
 - a. Monthly Management Fee
 - b. Minor Works / Recharge Fees
 - c. Any other as required
- Provide weekly / monthly / annual financial information as requested.
- Provide Materials Utilisation Calculation on a monthly basis.
- Assist in setting up of Job Codes / Payroll Codes as required.
- Assist Commercial Manager in setting up Supply Chain Subcontracts as required.
- Assist in Agency Invoice processing.
- Assist in Annual Capped Sum Report production.
- Assist in Overtime reconciliation.
- Aid in the compilation of the annual Life Cycle Non Listed Parts report.
- You are responsible for your own Health and Safety and that of your colleagues.
- Assist the Trust in reducing healthcare associated infections by being familiar with the Trust's Hand Decontamination Policy, attend mandatory induction training and be compliant with all hand hygiene standards at all times.
- To undertake all additional duties and responsibilities as instructed by senior management.

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Document owner	Paul Santo		