

JOB DESCRIPTION

Function:	Administration
Position:	ADMINISTRATOR, HEALTH & CARE FINANCE HUB
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Manager, Finance Hub
Additional reporting line to:	N/A
Position location:	Hybrid working – split between Home & Data Centre, Salford

1. Purpose of the Job

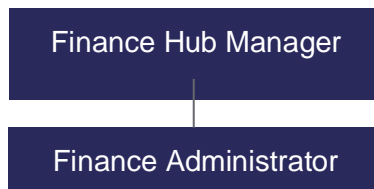
- Process financial transactions accurately and in accordance with policies, procedures and audit requirements
- Provide an efficient and effective finance administrative support service to the business at all times

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Financial ▪ N/A

Non Financial ▪ N/A

3. Organisation chart



4. Context and main issues

- Ensuring that all company procedures and compliance requirements are strictly adhered to
- Building relationships with onsite operational managers and administrative staff
- Adapting to new ways of working both within Hub and at site level
- Learning to support multiple sites and completing all aspects of finance administration that fall under hub remit
- Flexible approach to hours, especially around all deadlines, month and year end is required and flexibility to travel for training.

5. Main assignments

- Carry out trading procedures in accordance with the Sodexo Policy, delivering timely and accurate transactional processing and payroll services, whilst ensuring compliance for area of responsibility.
- Complete the Cash Payment Trading Summary using franchise portals as and when required, covering any vending transactions.
- Accepting EDI's, inputting invoices / dummies onto the EprophIT system and liaising with sites for credit notes.
- Statement reconciliation
- Complete stock and cash transfers between the accounts as required.
- Complete the input of stock take in line with trading periods.
- Maintaining and updating stock sheets as instructed by site, creating new items and stock cleanses.
- Ensure the accurate recording and collation of all trading documentations ready for period end submission is carried out.
- Ensuring the accurate collation and recording of all pay variation information and queries within the payroll system, to the required deadlines
- Action all payroll processes as instructed by the Hub Coordinators and Senior Coordinators.
- Production and distribution of payroll reports for budget holders to verify, in accordance with specified time-scales
- Monitor and maintain shared and personal mailboxes in order to achieve agreed service level agreements
- Have a flexible and team working approach whilst performing your duties
- Undertake training as directed by your manager
- Any reasonable management request

6. Accountabilities

- Ensure payroll processing errors and overpayments are minimised by accurate and timely processing of payroll received from sites
- Subject matter expert for sites on transactional processes
- Monitor all processing and communication systems, to ensure all sites receive an efficient level of service
- Proactively complete tasks across all transactional areas, so that workload is evenly distributed within hub team members
- Support other team members with shared workload

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

- Experience of completing finance administration tasks
- Knowledge of systems such as UDC Payroll and e-Prophit would be advantageous
- Attention to detail with high level of accuracy
- Calm, professional and confident telephone manner
- Able to prioritise workload and work to strict deadlines

- Ability to work as a team player
- Positive approach to learning and identifying own training needs as appropriate
- Resilience and ability to deal with unforeseen circumstances
- Excellent communication and IT skills

8. Competencies

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Management of reporting processes
- Employee Engagement
- Learning & Development
- Professional approach to all aspects of role