



Job Description

1. JOB DETAILS

Job Title:	Finance Apprentice (Assistant Accountant)
Location:	Hospiscare Enterprise Centre, Exeter EX2 8RB
Hours:	37.5/week over 5 days Monday to Friday
Team/Directorate:	Finance
Responsible To:	Head of Finance
Responsible For:	N/A
Accountable to:	Director of Finance and Commercial

2. JOB PURPOSE

To work as part of Hospiscare's Finance team, assisting with daily and weekly processes and procedures that ensure the sound financial management and control of Hospiscare's business.

To successfully complete a Level 3 AAT Assistant Accountant qualification within 18 months.

3. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 Main Responsibilities

- Complete the inputting and uploading of transactions on the accounting system, and undertake the preparation of bank reconciliations within the system to ensure bank account data is accurate.
- Assist with the inputting of purchase ledger documents onto the accounting system and shared drive to ensure payments are made within agreed timescales.

- Assist with the reconciliation of purchase ledger accounts to ensure they match supplier statements.
- Assist with the preparation of sales invoices on the accounting system to ensure income is accurately recorded.
- Maintain the inputting of daily banking sheets prepared by Fundraising onto the accounting system to ensure correct coding and descriptions are entered.
- Process the cash from Hospiscare departments to ensure income is accurately recorded and reconciled.
- Assist with other tasks as required to ensure the timely and consistent completion of all Finance team activities.

3.2 Key Contacts

Internal:

- Finance team
- Fundraising team
- Estates team
- Clinical team
- Retail team
- People team

External:

- Suppliers

3.3 Health & Safety

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
- Comply with safe working practices as defined by Hospiscare
- Complete online training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable
- Manage own work life balance and general wellbeing, including any relevant pressures in respect of lone working, travel, difficult environments and challenging situations

3.4 General

- Be aware of and adhere to Hospiscare policies and procedures at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Hospiscare departments
- Attend training courses and complete online training modules as required to meet the requirements of the post
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

3.5 Other

- Apply the Hospiscare values and behaviours to every aspect of the role at all times
- Promote and maintain the brand standards of Hospiscare

FINANCE APPRENTICE

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	Education to GCSE level (or equivalent) including maths at Grade 4-9/C or above and English	
Experience	Demonstrable experience of working as part of a team	Experience of working in an office environment
Knowledge	Awareness of the work of hospices and of Hospiscare	
Skills	Developed planning and organising skills Developed communication and interpersonal skills Developed IT skills, including Excel	
Personal attributes	Ability to work autonomously and act on own initiative, seeking advice/escalating issues when appropriate Good attention to detail A solution focussed approach Team player Flexible and adaptable with the ability to respond positively to change Awareness of Equality, Diversity and Inclusion in all areas of work	

Additional requirements		Able to travel to and work from different Hospiscare locations if required
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Job Description and Person Specification Agreement:

The above job description is not exhaustive but an indication of the duties and responsibilities the post holder may undertake and will be subject to review.

Post Holders Signature:

Date:

Managers Signature:

Date: