FAIRFIELD INDEPENDENT HOSPITAL

**JOB DESCRIPTION**

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| **JOB TITLE:** | Purchase Ledger Administrator |
| **DEPARTMENT:** | Business Office |
| **GRADE:** | Band C |
| **HOURS:** | 37.5 |
| **CONTRACT:** | Permanent |
| **RESPONSIBLE TO:** | Business Office Manager |
| **ACCOUNTABLE TO:** | Business Office Manager |

# Job Summary

To provide a financial and administrative service primarily working on the Hospital’s purchase ledger but also assisting in the efficient and effective operation of the Business Office.

**Role & Responsibilities**

1. Day to day control of the creditor accounts, recording and registering creditor invoices and processing new creditors and amendments to creditor records.
2. Making monthly payments to creditors via BACS, including processing and issuing remittance advices to creditors.
3. Reconciliation of the nominal accounts relating to the purchase ledger on a monthly basis.
4. Assisting in the production of the monthly management accounts by processing prepayments and accruals.
5. Assisting the production and management of departmental budgets, including liaising with Heads of Department.
6. Processing stock transactions & assisting in the operation of the Hospital stock system.
7. Keeping accurate records and answering enquiries from suppliers, colleagues, consultants, patients, insurance companies or third parties regarding account queries and information in the financial system.
8. To adhere to all Information Management System Policies and Procedures.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

###### Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

##### Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 2018 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

## Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people’s rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

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| Name of Post holder: |
| Signature of Post holder: |
| Date: |