##### JOB DESCRIPTION

**JOB TITLE:** Assistant Accounts Payable and Cashiering Manager, RCS Division

**RESPONSIBLE TO:** Accounts Payable and Cashiering Manager, RCS Division

**ACCOUNTABLE TO:** Finance Manager Transactional Processing, RCS Division

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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**Job Summary**

Care UK is a leading, innovative provider of Residential care services in the UK. The group has delivered strong organic and acquisitive growth over recent years with revenue in excess of £350m.

Further growth prospects continue to be strong, and the business is well placed to take advantage of the opportunities presented to key players in the market. Consequently, the internal environment is fast paced and continually evolving, providing an excellent opportunity for individuals seeking to make a significant impact.

The Assistant Accounts Payable and Cashiering Manager is a key and multifaceted position. The individual will be responsible to support the efficient and accurate operational control of the Accounts Payable Function as well as supporting the management of the daily, weekly and monthly tasks within the Cashiering team. Success will be achieved through adopting and embracing robust financial procedure, ensuring all key deadlines are met. The role also demands assisting in the implementation of both short term and mid-term strategies through direct participation in project planning and delivery.

Excellent communication skills are a prerequisite as the role requires developing positive and effective relationships with divisional and finance stakeholders, in addition to Care Home colleagues. The successful candidate will be able to demonstrate the ability to work in a high control environment, focussed on reducing risk to Care UK whilst maintaining lean and effective processes.

### Key Responsibilities

* Supporting all aspects of the Accounts Payable and Cashiering function
* Ensure that all data is accurately integrated /recorded in the respective Finance systems, taking into account all company policies / procedures and compliance / audit requirements
* Provide a streamlined one way of working for the team(s), facilitating best practice throughout the function, managing all processes in a controlled and risk aware manner
* Working with both internal and external contacts to improve compliance to purchase order, pre-coding and address policy, ensuring that invoices are accurately processed to the respective financial system within agreed timescales
* Review and authorisation of payment proposals including petty cash and residents monies sign off, out of cycle payment requests and cheque payments, subject to authorisation limits
* Assist with the weekly / monthly cash flow forecast processes
* Maintain accurate coding of all supplier invoices, ensuring timely resolution of any exception transactions
* Provide support in respect of the management of colleague expense claims and care Home petty cash replenishments, and the reconciliation thereof
* Assist with the transactional management of the divisions receipt and disbursement bank accounts ensuring accurate and timely recording of all receipt and disbursement transactions and the reconciling of bank accounts
* Act as point of contact to care homes for all Banking related enquiries
* Provide feedback and escalate accordingly where processes and procedures are not followed. Ensure that when issues are identified any new procedures that are put in place to prevent recurrence and adhered to
* Support with the Management and control of the month end close processes to the agreed strict deadlines and assist with month end reporting
* To assist with leading, developing and managing both the AP and Cashiering teams through positive example by creating a culture of excellence with high levels of financial control, customer service and professionalism (including coaching and performance management in order to achieve the Company’s and teams personal objectives, complying with the company appraisal system)
* Measuring of team objectives, reviewing these regularly with senior management in order to ensure the required levels of service for all internal and external customers are achieved, to be demonstrated through the achieving of team objectives and individual KPIs/targets
* Assist in the recruiting, inducting staff (as required), enabling them to develop to their full potential within their current roles and support existing staff to facilitate and promote best practice
* Assist in the implementation of both short term and mid-term strategies through direct participation in project planning and delivery. This will include liaising with Business Systems and Operational colleagues on opportunities for process improvement and efficiencies
* Support in the provision and delivery of training programmes for Home Managers and Home Administrators
* This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

**Name of post holder ……….…………………………………..**

**Signature …………………………………………..**

**Date**  **…………………………………………..**

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| **Hazards** | | | | | |
| Laboratory specimens |  | Clinical contact with patients/residents |  | Performing exposure prone invasive procedures |  |
| Blood/body fluids |  | Dusty environment |  | VDU use | √ |
| Radiation |  | Challenging behaviour |  | Moving and handling | √ |
| Solvents |  | Driving |  | Noise |  |
| Respiratory sensitisers |  | Food handling |  | Working in isolation |  |

**Person Specification**

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| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Educated to degree level standard or able to demonstrate working to degree level * GCSEs (or equivalent)   including English and Maths | * ACCA / ACA / CIMA qualified/part qualified * AAT qualified |
| **Experience** | * Experience of high volume transactional accounting teams to supervisory or management level * Prior experience of working in multi divisional companies in complex, challenging environments * Ability to demonstrate a logical and analytical approach to supporting the management of teams and processes * Experience of participating in change management programs and system upgrades / changes * Ability to develop and identify process improvements and efficiencies to meet the changing needs of a growing business * The ability to produce, critique and enhance Policies and Procedures * Demonstrates excellent organisational skills to manage time effectively, meeting objectives and deadlines | * Health and Social care experience * Team Leader / Supervisory skills |
| **Technical Skills** | * Excellent data management skills * Advanced reconciliation experience (supplier statements and sub-ledger to GL reconciliations) * Competent MS office user * Staff Management skills with an ability to motivate, coach and develop teams | * Experience of Agresso Financials and CareSys |
| **Personal Qualities** | * Highly self-motivated, proactive, energetic, personable team player * Strong communication skills both written and verbal * Confident and Builds effective / credible relationships with both internal and external customers * Very strong attention to detail * Ability to define problems, collect data, establish facts, and draw valid conclusions * KPI driven * Strong analytical and system process skills always looking to resolve problems * Copes well under pressure whilst working to tight deadlines * Conscientious, high attention to detail with ability to see tasks through to completion * Methodical, analytical and logical thinker * Commitment to personal development and the acquisition of new skills |  |