

JOB DESCRIPTION

Job Title:	CGPN Finance Clerk
Accountable to:	CGPN Operations Manager
Hours of work:	22.5 hours across 3 days per week
Remuneration:	£16,965.00
Contract:	12month fixed term contract with the option to extend
Location:	Based at CGPN Head Office, F1 Stirling House, Cambridge Innovation Park, Denny End Road, Waterbeach, Cambridge, CB25 9PB

Role Summary:

The Finance Clerk will be to provide financial and administrative assistance to the CGPN team. It will require the post holder to undertake a variety of administrative duties to assist in the smooth running of CGPN

Main Duties and General Administrative Responsibilities:

Financial Responsibilities:

- Maintaining and monitoring the CGPN financial systems including Quickbooks Accounting software.
- Processing all incoming invoices, including arranging payment in a timely manner.
- Raising creditor invoices.
- Chasing debtors.
- Monthly Payroll processing
- Monthly reconciliation of CGPN bank accounts in liaison with the Finance Officer
- Assisting the Finance Officer and CEO with the financial year end process as required.

General Administrative Responsibilities:

- Providing daily Operations support to the Operations Team & staff delivering services.
- Providing administration support to the CGPN CEO & Board of Directors as required
- Offer general clerical assistance to CGPN in all aspects of service delivery and project a positive and friendly image
- Undertake a variety of duties to assist in the smooth running of services.
- Other duties as necessary for the efficient operation of the service
- Act in accordance with the CGPN rules and code of conduct

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, CGPN staff and other healthcare workers. They may also have access to information relating to CGPN as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of CGPN may only be divulged to authorised persons in accordance with CGPN policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the CGPN Health & Safety Policy, to include:

- Using personal security systems within the workplace according to CGPN guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with CGPN procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by CGPN as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within CGPN, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

This role description is intended as a basic guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder.

Person Specification

Job Title: **CGPN Finance Administrator**

This is a specification of the qualifications, knowledge, experience, skills and abilities, that are required to carry out effectively the responsibilities of the post (as outlined in the role description) and forms the basis for selecting a candidate.

REQUIREMENTS	DESCRIPTION	ESSENTIAL / DESIRABLE
EDUCATION AND QUALIFICATIONS	GCSE Maths and English – Grade A- C (or equivalent)	Essential
	Finance Qualification	Essential
	Evidence of continuing personal development	Desirable
KNOWLEDGE	Knowledge of Quickbooks, Banking & Finance processes	Essential
	Knowledge of General Practice	Desirable
EXPERIENCE	Experience of working within a finance setting within the UK & familiarity with UK banking processes	Essential
	Experience in office administration	Desirable
	Experience of working within a busy environment, and dealing with members of the general public	Desirable
SKILLS, ABILITIES and PERSONAL QUALITIES	Excellent communication, presentation, and interpersonal skills.	Essential
	Able to build relationships and work well with a diverse range of professionals and with the public	Essential

	A proven ability to deal effectively with difficult and contentious situations whilst maintaining positive working relationships	Essential
	Able to problem solve and respond to sudden demands	Essential
	Excellent organisational skills	Essential
	Able to identify risk and anticipate issues and escalate appropriately	Desirable
	Able to work autonomously	Essential
	Self-motivated and able to organise own workload with minimal supervision	Desirable
	Confident in the use of Microsoft Office	Essential
OTHER	Team player and flexible	Essential