



*ellenor.*<sup>x</sup>  
hospice care in your home or ours

# Job Description

Flexibank Finance Administrator

[ellenor.org](https://ellenor.org)

 01474 320007

Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



**Job Title:** Flexibank Finance Administrator

**Department:** Finance

**Contract Terms:** Flexibank

**Salary:** £12.39 per hour

**Location:** Gravesend

**Responsible To:** Finance Office Manager

**Accountable To:** Head of Finance

**Manages:** N/A

## About

**Us:** **ellenor** is a Hospice charity in Gravesend supporting a core population of 270,000 people in North Kent and Bexley including over 45,000 adults aged 65 and above. Our Children's services extend to Bexley covering a population of around 250,000.

The organisation has an In-patient Ward, at the Hospice in Northfleet. The service also has adult, children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Our non-clinical teams play an essential role in supporting our charity. From our fundraising and supporter care team to our retail shops and warehouse operations, they help raise vital funds to further our mission. Our office teams ensure the smooth running of all departments, providing invaluable support to both staff and volunteers.

**Our Vision:** We are dedicated to enabling every person we support to have a seamless and personal experience, that meets their needs and wishes.

**Our Mission:** We are respecting patients' dignity and independence, providing quality care and supporting them and their families to live with life limiting illnesses in their homes or our Hospice.

**Our Values:** We are inclusive, we are caring, we are focused.



# Scope and Job Purpose:

## Role Purpose:

Various administrative and data input duties to support the Finance team in day to day running and operation of the charity's finance function.

## Internal Key Relationships

- Wider Finance Team
- All Departments across the organisation
- Staff
- Volunteers

## External Key Relationships

- Suppliers
- Service Providers



# Main Duties and Responsibilities:

## Sales Invoicing/Income

- Supporting the processing and inputting of customer orders, invoices, payments and statements
- Generate/code/distribute all customer invoices
- Match receipts to customer invoices
- Input non-Donorflex receipts from bank statements

## Purchases/Staff Expenses:

- Supporting the processing and inputting of supplier orders, invoices, payments and statements
- Supporting the processing and inputting of staff expenses and payments
- Supporting the processing and inputting of bank and cash book entries
- Manage the coding/input and distribution for authorisation of Supplier invoices
- Manage the coding/check calculation/input and distribution for authorisation of monthly Staff/Volunteer expense claims
- Reconcile monthly Barclaycard statement to vouchers, code and input/obtain authorisation
- Produce mid-month and month end Supplier and Expenses BACS payment runs on IPLICIT
- Sending Remittance advice to suppliers
- To check shop takings against CRS reports and query any differences ready for processing

## Reporting and Reconciliation:

- Reconcile monthly aged debtor reports and perform Credit Control function/resolve customer invoice queries
- Reconcile monthly aged creditor reports and resolve supplier invoice queries
- Download Lottery weekly winners' cheques into IPLICIT
- Reconcile weekly Lottery income batches and produce journal
- Produce weekly Lottery bank reconciliations
- Attend monthly meetings with Finance Office Manager & Retail Manager
- Produce ad hoc reports for budget holders when required



# Main Duties and Responsibilities:

## Professional:

- Supporting the team with the preparation of monthly management accounts and statutory year end accounts and regulatory reporting

## Administrative:

- Liaising with clients, suppliers and staff on finance queries
- Supporting the filing and storage of paperwork where necessary
- General running of office administration



# Person Specification:

(All criteria are essential unless stated otherwise)

## Education / Qualifications:

- Has a good standard of education or demonstrates this through experience

## Experience:

- Experience of working with finance software is desirable
- Experience of using MS Office is desirable
- Experience in Supplier/Customer ledges is desirable

## Knowledge, Skills and Attributes:

- Excellent customer service skills
- Good organisational and planning skills with the ability to manage and prioritise workloads
- Good written and verbal communication skills with attentional to detail and accuracy
- Good problem solving and decision making skills

## Personal Characteristics and Qualities:

- Integrity, discretion and the ability to respect confidentiality
- Positive, self motivated and committed to achieving results
- Flexibility and adaptability to change
- Resilient and able to work in a fast paced and evolving environment

