



GENERAL AND FINANCE ADMINISTRATOR JOB DESCRIPTION AND JOB SPECIFICATION

JOB TITLE : General and Finance Administrator
REPORTS TO : Care Manager/Branch Manager
SUMMARY OF POST : To maintain continuity of care to service users, and to ensure calls to service users are assigned at all times.

JOB DESCRIPTION

1. Referencing potential care workers, initially verbally, prior to employment and subsequently applying for two written references from previous employers and ensuring these are of a satisfactory standard.
2. Liaising with and providing support to care co-ordinators and field care supervisors working within allocated area.
3. Responsible for general data input.
4. Assisting with updating of records of service users and care workers as required.
5. Running of payroll and resolving any subsequent wage queries.
6. Running of invoices and resolving any subsequent invoice queries.
7. Allocation of cheques/cash against invoices.
8. Preparation of reports as required.

JOB SPECIFICATION

Essential

Experience of service provision in the care profession.

Desirable

Experience of care co-ordinating within the care profession.

Key Competencies

1. To be able to maintain all office policies, procedures and systems.
2. To be able to maintain all administration.
3. To be able to establish and maintain effective working relationships.
4. To be able to run invoice and payroll and deal with any subsequent queries.
5. To understand and implement allocation of monies against invoices.



6. To be able to prepare reports as required.

Special Skills and Attributes

Excellent communication skills.
Excellent computer skills.
Excellent administrative skills.
Good planning and organisational skills.
Ability to cope with pressure.
Even-tempered and patient.
Ability to cope with change.
Ability to display empathy and warmth.

