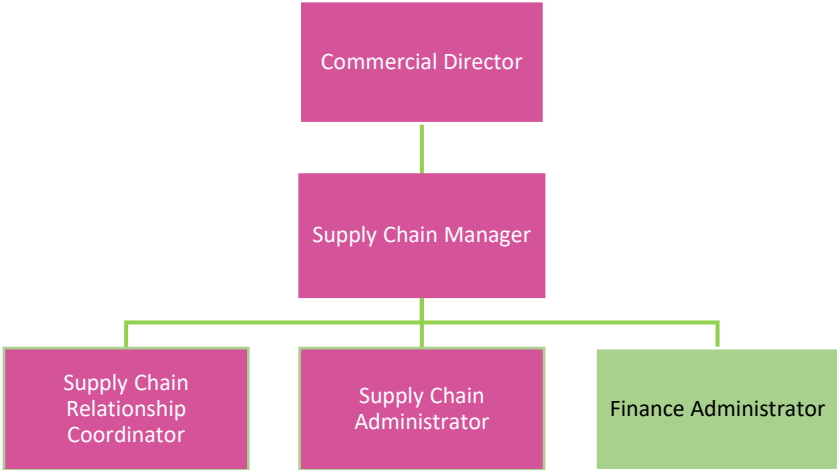


<b>JOB TITLE</b>	Finance Administrator
<b>LOCATION / DEPARTMENT</b>	Supply Chain
<b>REPORTS TO / SUPERVISED BY</b>	Mark Nelson (Supply Chain Manager)
<p><b>MAIN PURPOSE OF THE JOB: (JOB SUMMARY)</b>                  To be part of a customer focused Finance Team. Ensuring that supplier invoices are processed in an accurate and timely manner, and customer receipts are accurately processed and allocated.</p>	
<p><b>KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):</b></p> <p><i>Main job duties:</i></p> <ul style="list-style-type: none"> <li>• Verification of Supply Chain invoices against referrals on the IPRS Health Databases</li> <li>• Responding to emails and telephone calls from Supply Chain in relation to invoice &amp; general queries</li> <li>• Review and update clinic process of patient reports for declining invoice in review with the clinics accordingly agreed SLA's.</li> <li>• Assist in the supply chain training and development of invoice process.</li> <li>• Complete the ordering of consumables and non-consumables for IPRS Health Clinics &amp; Clinicians</li> </ul> <p><i>General/Additional Duties:</i></p> <ul style="list-style-type: none"> <li>• To undertake any other duties compatible with the grading of the post, as required</li> <li>• Provide quality customer service to all IPRS's internal and external customers, and to respond to all enquiries in a professional and courteous manner</li> </ul>	
<p><b>EXPERIENCE AND KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Experience of data implementation, including invoicing, and handling queries (E)</li> <li>• Experience in processing purchase invoices and handling queries within operational databases (E)</li> <li>• Knowledge of Access Dimensions or similar accounting software (D)</li> <li>• Computer literate with good Microsoft Excel and Microsoft Word skills (E)</li> </ul>	
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Logical approach to task prioritisation</li> <li>• Proactive in approach to workload, with a desire to improve processes and make solid suggestions for change where deemed necessary</li> <li>• Ability to demonstrate good attention to detail and accuracy when processing high volume transactions</li> <li>• Ability to communicate effectively with internal and external customers, both verbally and in writing</li> <li>• Confident with the ability to operate in a constantly changing environment</li> <li>• Ability to work under minimum supervision</li> <li>• Ability to work as part of a team, to ensure prompt processing within a set monthly timetable</li> </ul>	
<b>DBS check required:</b>	Yes

**Specific Organisational Structure**



**Date:**

May 2018