

JOB DESCRIPTION

Title of Post:	Accounts Assistant – Purchase Ledger
Responsible to:	Accountant and Accounting Technicians
Accountable to:	Chief Executive
Hours	Full-time 37.5 hours per week Monday to Friday
Function of job:	To carry out various accounting duties associated with Accounts Payable (Suppliers), Inpatient and Outpatient Accounts (Sales), Credit Control (Debtors) and to assist the Accounting Technicians in all functions, working as part of a team.

MAIN DUTIES:

Accounts Payable

Assist in stamping, entering and allocating all incoming invoices to appropriate general ledger accounts and forwarding them to various managers/supervisors for authorisation and approval.

Assist in dealing with all Accounts Payable queries.

Between 15th and 20th of each month assist in completing the monthly supplier payments including:

- entering all manual payments to the computer system
- removing holds on specified accounts as appropriate before payment run.
- printing monthly reports
- reconciling totals to be paid to each supplier and supplier statement reconciliations
- preparing cheques and remittances and dispatching same to suppliers
- supply of pricing information to the procurement manager
- check laboratory charges from the Trust
- meter reading for gas, electric and photocopier submission on-line
- assist external auditors with statements and copy invoices on request

ADDITIONAL DUTIES:

In Patients, Out patients and Credit Control

Review admission lists and registration forms the day before admission. Ensure that insurance and settlement of account information is complete and correct and accurately entered on to the computer system.

Attend to patients on admission to ensure that insurance and settlement of account information is complete and correct. Accept claim forms after checking and leave in Consultant folders for completion. Advise patients on the procedure with reference to payments and claims.

Print report for Medico-Legal charges each day, check against x-ray book and post to computer system.

Attend to patients on discharge, provide an invoice detailing all charges and receive payment. Discharge patients on computer system.

Calculate Consulting Room Hours and post to the computer system. Carry out end of month reconciliations and print various reports for Consultant Accounts.

Upload of invoices to Healthcode for electronic submission, download of remittance advice notices from Healthcode and health insurers for payment allocation.

Collection in advance for Fixed Price Surgery Patients

Seek chemotherapy treatment authorisation from health insurers.

Raise chemotherapy invoices and Trust invoices.

Enter receipts onto, total and balance cash received book. Prepare bank lodgments and post receipts to computer.

Allocation of Euro insurer receipts and identification of patient liability and currency exchange difference.

Contact insurance company/patients regarding shortfalls or delays in payment of accounts. Transfer patient liability to self-funder accounts and send reminders to patients for excesses and other outstanding balances. Deal with queries from patients and insurance companies.

Self-funder reminder letters, management of debt recovery process and posting administrative alerts to the Clinical Management System.

Check that medical insurer claim forms are completed by patient and consultant and that invoices raised in Billing System are sent to Sage.

Preparation of monthly aged debts and debtor days reports, highlighting potential issues that may impact cash flow. Preparation of adhoc reports and spreadsheets when required.

Carry out End of Day processes and print various reports.

Assist with maintaining the franking machine top-up and photocopier maintenance call-outs.

Other Duties

Relieve Receptionist for meal breaks.

Carry out any other Accounting work and provide cover in other areas as requested by Accountant.

General Duties:

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality always.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Be responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (as applicable).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<p>Good all round knowledge of an accounts department to include purchases and sales functions.</p> <p>2 Years 'recent relevant experience to include the following:</p> <ul style="list-style-type: none"> ▪ Accurate verification and processing of supplier invoices ▪ Monthly reconciliation of purchase ledger accounts with supplier statements. ▪ Timely preparation of suppliers via various methods such as BACS or cheque. ▪ Maintenance of a well organized purchase ledger to include filing for easy retrieval of invoices and statements. ▪ Strong relationship with suppliers to resolve any disputes crucial for smooth operations. 	<p>Experience of dealing with debtors and creditors</p> <p>Accounts experience in a healthcare environment</p>
Education/ Qualifications / Training	<p>5 GCSEs (or equivalent) including English Language and Mathematics at Grades A to C.</p> <p>Experience of Sage or similar accountancy package</p> <p>Proficient in the use of Microsoft Office, specifically Excel</p>	
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • **Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance. 	

Salary starting from: £28,636

Competencies:

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising
- Accuracy and attention to detail
- Customer Focus

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

**You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.