



JOB DESCRIPTION – CREDIT CONTROLLER

1.0 JOB PURPOSE

To work effectively and efficiently with the Senior Manager of Finance and as part of a team to ensure the smooth running of the finance department on a daily basis.

2.0 KEY TASKS

- To ensure all sales invoices are raised in a timely manner.
- To reconcile payments received from customers and liaise with the CCGs and other customers to resolve reasons for non-payment.
- To review outstanding debt and determine its collectability and update the Senior Manager of Finance and Senior Finance Officer on a regular basis.

3.0 AD-HOC TASKS

- To handle all income received by the hospice using Sage Accounting Software in line with hospice rules and procedures and to ensure that all monies are banked in an efficient accurate manner.
- To ensure that all cash is counted, bagged, prepared for collection on a weekly basis if the Finance volunteers are unavailable.
- To process all expenditure in an appropriate accurate manner, to ensure that all expenses are authorised in line with Hospice policy and are recorded using Sage Accounting Software to ensure that suppliers are paid in a timely manner by cheque, BACS, standing orders, direct debit.
- To reconcile all bank accounts including petty cash and credit card accounts at month end using Sage Accounting Software.
- To be able to process all income and expenditure information and reconcile them at month end using Sage Accounting Software and Donorflex software in a timely manner to allow the Senior Manager of Finance to complete accurate Management Accounts for the budget holders.

- To assist the Senior Manager of Finance as required.
- To undertake all duties in accordance with the law, the Hospice philosophy and the Hospice policy on equality of opportunity.
- This job description is indicative of the role to be undertaken and will change from time to time in consultation of the post holder and in line with service need.

4.0 TERMS AND CONDITIONS

Line Managed by: Senior Manager of Finance
Hours: 16
Salary: £10.00 Per hour
 £8,320 Pro rata
 £19,500 WTE

5.0 ADDITIONAL RESPONSIBILITIES

- To support and be involved in fundraising activities in collaboration with the fundraising team as appropriate.
- To ensure, in all circumstances, that you represent the Hospice in a positive light.

6.0 PERSON SPECIFICATION

- Experience of and ability to use SAGE 50 accounting package
- Experience of Credit Control
- Experience of using Excel
- Excellent numeracy skills
- Computer Literate
- Knowledge and understanding of banking systems
- Good cash handling skills
- Good organisational skills

Job Description effective from January 2021. Please sign below to signify your acceptance.

Signed _____ Date _____