Finance Assistant Job Description

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| Job title: | Finance Assistant (Accounts Receivable) |
| Department: | Finance |
| Location: | WFH |
| Reporting to: (job title only) | Transaction Finance Manager (TFM) |
| Direct reports: (job title only) | None |
| Accountable to: (where applicable) |  |
| Responsible to:(where applicable) |  |
| Job purpose: | Responsible for Accounts Receivable process for Vita Health Wellness  |
| Role and Responsibilities: | * + Responsible for Accounts Receivable process for Vita Health Wellness
	+ Ensure all invoices are raised in a timely and accurate fashion for month end – EOM billing & 1st month billing – WIPP & PTS standalone billing – Caseflow
	+ Month end Miso report
	+ Raising Benenden mental health invoice monthly
	+ Manage credit control ensuring that all payments are received as per terms – VHW
	+ 20th Month billing for Manage Health
	+ Support of other monthly/ weekly billing and credit control across other areas
	+ Dealing with incoming queries in relation to VHW billing
	+ Posting and allocation of bank receipts for VHW

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders. * + Be aware of the impact of your behaviour on others.
	+ Ensure that others are treated with fairness, dignity, and respect.
	+ Maintain and develop your knowledge about what EDI is and why it is important.
	+ Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
	+ Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
	+ Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) |  |
| Training and supervision: | Training to be provided |
| Additional information: |  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * + Any accounts-based qualifications
 |
| **Experience** |  | * + Credit control experience
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| **Skills/knowledge** | * + Microsoft excel
	+ Microsoft outlook
 | * + Business Central 365
 |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | * + Confident in speaking to customers
	+ Time management
	+ Proactive
	+ Motivated
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# Version Control

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| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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