|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| C:\Users\Ouldh\Desktop\harbour-logo-01 re-size smaller.pngROLE PROFILE | | | | | |
| Role Title | Finance & HR Assistant | | | **Team** | Central Services |
| Purpose of the Role | The role of the Finance and HR Assistant is to support Finance and HR with administrative tasks. Supporting the Finance Lead the post holder will be responsible for processing sales invoices and purchase invoices. The post holder will be responsible for preparing and processing supplier payments in accordance with Agency procedures. Check, code and record purchase invoices for goods and services received and record the invoices onto Sage accounts database. Support the Finance Officer in keeping the clerical finance records up to date and accurate.  Supporting the HR Officer the post holder will be providing administrative support to ensure an effective and efficient HR service across the Agency. The role will also involve providing HR assistance in the absence of the HR Officer. | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Reports to | HR Officer | Band | 2a | **Salary** | Band 2a (£19,498 - £20,818 | | | | | | |
| Principal Accountabilities | Finance   * Open and sort finance mail. * Check invoices match to purchase order/authorisation paperwork. * Accurately code invoices using the nominal code list. * Enter customer & supplier invoices to Sage and update Sage with payment. * Alliance / Supplier weekly payments on Bankline including employee expenses. * Checking of credit card purchases & matching them to the purchase orders on a monthly basis. * Checking of weekly medical supplies and needle exchange invoices against stock ordering spreadsheet. * Checking of Utility bills on a monthly basis. * Assist in the data entry of Pharmacy transactions, and process quarterly needle exchange payments based on transactions provided by pharmacies. * Maintaining accurate paper-based filing systems. * General administration duties required to assist Finance Lead.   Human Resources   * Supporting the recruitment process by assisting in advertising new/replacement posts. This involves monitoring emails, logging applications, arranging interviews, preparing interview packs, facilitating interviews, assisting with preparing offer paperwork, verifying DBS applications, submitting reference requests etc. Setting up the successful candidates on the HR software and communicating starter information to the relevant Managers. * Data entry activities on Civica HR software - to include recording of sickness and preparation of RTW’s for the Managers and Team Leaders, monitoring the return of completed paperwork. * Filing of HR paperwork * Occasional requirement to take minutes at HR meetings. * Awareness of how to prepare the monthly payroll reports which are submitted to the external payroll provider. * Collating and distributing monthly newsletter. * Assisting the training team by recording Staff training on Civica. * Liaising with Managers and Team Leaders to document the annual Appraisal process. | | | | |
| Knowledge/Experience/Skills | | | | | |
| Practical knowledge and experience of Sage and/or a HR software package would be an advantage, however full training will be provided.  Experience of using Microsoft office (particularly outlook, word and excel) whilst working in an administrative role is required.  Level 3 CIPD HR qualification or a finance qualification would be an advantage.  The post holder will be responsible for identifying opportunities to continuously improve and develop their knowledge, skills and understanding in response to changing environments. | | | | | |
| 1. **Behavioural Competencies:** Role Profiles describe the part people play in an organisation through the work that they do. The role profile focuses on the outcomes and behaviour of the individual. The Agency uses a standard set of behavioural competencies, each has either 4 or 5 levels of competence. The Behavioural Competency Dictionary is available to view on the agency’s shared drive. | | | | | |
| Behavioural Competency | | **Level** | **Statement (or example for this post)** | | |
| Achievement | | 2 | Understands and works towards set goals while measuring progress and seeks to overcome obstacles. Positive and enthusiastic about their role and breaks down obstacles. | | |
| Analytical Thinking | | 1 | Breaks down issues into component parts, assesses priorities,  and reviews data. | | |
| Client Focused | | 1 | Delivers a service while considering the stakeholder perspective, resolves problems, builds positive relations and keeps stakeholders informed. | | |
| Initiative | | 2 | Is proactive in avoiding imminent problems and capitalise on opportunities while adding value within the remit of role responsibilities. | | |
| Flexibility | | 2 | Responds effectively to changing circumstances, adapts to the situation, remains focused when faced with competing demands. | | |
| Holding People Accountable | | 1 | Accepts accountability for own actions and performance. Takes an active role in ensuring positive team dynamics. | | |
| Values and Ethics | | 1 | Treats others fairly and with respect, identifies ethical dilemmas and conflicts of interest, seeking appropriate support and guidance. Awareness of confidentiality boundaries and reports potential breaches. | | |
| Leading and Developing Others | | 1 | Takes a positive role within the team and seeks feedback from others. | | |
| Professional Confidence | | 2 | Provides an opinion from area of expertise, makes decisions within own area of responsibility, seeks support when appropriate. | | |
| Planning and Organising | | 1 | Identifies requirements and uses available resources to  ensure successful completion of tasks. | | |
| Self-Awareness | | 1 | Recognises and acknowledges own strengths, limitations and preferences. Identifies opportunities for development and seeks appropriate support. | | |
| Team Working | | 1 | Takes a positive role within the team, seeks advice from others, and provides assistance when required. Supports other service areas in absence of colleagues. | | |
| Working strategically | | 1 | Works to agreed quality standards and Agency objectives. | | |
| I have read and understood the content of this role profile.  SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **(Post holder)**  **(** | | | | | |