

Job Description

Job Title: Bank Reconciliation Officer

Band: 3 £22,816 to £24, 336

Hours of Duty: 37.5

Organisational Arrangements

Accountable to:

Other Accountabilities:

Role Summary

To ensure the effective operation of the core bank reconciliation process, within the Finance operations of the Hospice involving, root cause investigation and resolution of unreconciled items.

To proactively resolve problems and queries and provide a high standard of internal and external customer service.

Key Responsibilities

- Complete the reconciliation of the 3 bank accounts daily to ensure accurate records.
- Weekly Petty Cash reconciliation.
- Balance cashbook, general ledger and bank reconciliation on a daily basis.
- Focus on root cause investigation and resolution of unreconciled entries.
- Monitor untraceable receipts.
- Reconcile card transaction report daily.
- Liaise with the finance Manager and Operational Finance Lead to support the month end accounting process.
- Attend team meetings at regular intervals and assist in implementing improvements in identified problem areas.
- Provide high standards of external customer service by responding quickly to correspondence and requests.
- Build effective relationships both internally within Finance and externally to our wider stakeholders.
- Proactively identify and implement process improvements.
- Support with the implementation of the new reconciliations
- Support with the development of other team members.
- Meet individual and Department targets and objectives

Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-coordinator, as appropriate.

Health and Safety/Security

1. To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.
2. To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.
3. To take responsible care for the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.
4. To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.
5. To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.
6. To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.
7. To oversee Risk Management Assessments and ensure outcomes are acted upon.

Education & Training

The post holder will:

1. Participate in the hospice appraisal system.
2. To maintain high professional standards and to continue own personal and professional development.
3. Assist in teaching and supervision of other members of staff and volunteers.
4. Participate in the orientation of new staff.
5. Attend all mandatory training/update sessions.

General

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and

the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.

2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Due to the nature of the organisation you will undertake any other reasonable tasks or duties that are deemed to be within your capability, to meet the needs of the organisation's services and/or directed by a senior manager to whom you have a reporting relationship.

PERSON SPECIFICATION

JOB TITLE: Bank Reconciliation Officer

Note to applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

KEY: E = Essential D = Desirable A = Application I = Interview P = Practical S = Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
Education & Qualifications		
GCSE Maths & English	D	A
Appropriate finance qualifications	D	A
Experience & Knowledge		
Previous Bank Reconciliation experience	D	A/I
Knowledge of fundraising platforms	D	A/I
Good understanding and working knowledge of Excel	E	A/I
Strong communication skills - confident communicating with internal and external stakeholders	E	A/I
Ability to work to tight deadlines	E	A/I
Managing others	D	A/I
Strong organisation skills - ability to process high work volumes and maintain high accuracy	E	A/I
Personal Attributes		
"Can do attitude" - Enthusiastic, motivated and able to work on own initiative.	E	A/I
Excellent team player	E	A/I