

Job Description for Accounts Administrator

Post Title: Accounts Administrator

Post Hours: Part Time (over 5 days per week)

Contract: Permanent

Location: MOTIONrehab, Head Office, Springhouse, Rear of 5 Franklin Mount, Harrogate, HG1 5EJ

Accountable to: Sarah Daniel (Director)

Salary: £18,000 - £20,000 PA depending on experience or
£12,000 - £14,000 PA Plus AAT Training

Applications made via email to:

Sarah Daniel, Clinical Director: sarahdaniel@motionrehab.co.uk

Job Description

An exciting opportunity has arisen to provide accounting support for a private Physiotherapy Company. The successful candidate will work within the main administration office based in Harrogate and have responsibility for customer billing, handling of telephone enquiries and administration duties. The role would suit a candidate with prior experience, alternatively a candidate wishing to progress in an accountancy career with the company supporting the Candidate through the AAT Training.

The successful candidate will have responsibility for:

- Customer billing and receipts
- Assisting in day to day administration
- Administration of staff records

Specific Duties and Responsibilities

- Monitoring of email inboxes and actioning as necessary.
- Dealing with administration of new staff – personal data capture, DBS checking. obtaining required professional documentation.
- Monthly invoicing for customers.
- Recording of customer receipts, taking card payments.
- Review of outstanding debtors and assisting with debt collection.
- Dealing with customer billing queries/amendments.

- Entry of purchase invoices into Sage.
- Supplier statement reconciliation with Sage ledger.
- Ordering of general office purchases and onsite consumables.
- Maintaining petty cash.
- General office duties including but not limited to; filing, scanning, opening & sending post.
- Undertake other administration duties from time to time as required.
- Booking appointments for Telephone Triage calls.
- Triage appointment administration.

Skills and Qualifications:

- Prior accounts/book-keeping experience preferred;
- Fastidious attention to detail;
- Ability to work without supervision;
- Excellent time management skills;
- Exceptional communication and customer service skills;
- Strong prioritisation and organisation skills;
- Competent IT skills;
- Ability to handle confidential information;
- Ability to multitask.

Minimum of Grade C in English/Maths GCSE

Technical Skills:

- Proficiency with Microsoft Office Programmes (particularly Excel)
- Sage Accounts experience (desirable)

Benefits

Childcare Voucher scheme, Company Pension

Standard Clauses:

The purpose of this post should remain constant, but the duties and responsibilities may vary over time within the overall role and level of the post. The post holder may from time to time be asked to undertake other reasonable duties. Any such changes will be made in discussion with the post holder in the light of service needs.