

UPMC Beacon Hospital

Job Description

Job Title	Accounts Assistant with Payroll
Department	Finance
Reports to	Senior Financial Accountant
Date	January 2012

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do. The post holder works as part of the Finance Team and is responsible for obtaining and processing financial data for use in maintaining accounting records.

Key Responsibilities and Deliverables:

Payroll Duties

- Assist in the processing of monthly payroll
- Organise weekly payments to casual staff
- Review Time & attendance system and liaise with time managers and staff on premium and overtime queries
- Deal with employee payroll requests and queries
- Prepare ad hoc excel spreadsheets on payroll costs
- Record, file and process P.30

Accounts

- Post supplier invoices to the accounting system & deal with supplier queries
- Preparation of Creditors Reconciliations
- Record Cash and bank transactions daily
- Reconcile main Bank accounts daily
- General administration support to Accounts team
- Assist with month end accounts

Interaction with other Departments:

- Extensive interaction with other departments.

Customer / Vendor / Staff Relations:

- Communicates clearly and courteously; practices courteous telephone etiquette; follows through on requests; passes on pertinent information appropriately.
- Performs all duties with a dedication to excellence; provides service that is of value to the customer; is supportive to co-workers.
- Maintains a sense of self-respect and personal empowerment; develops mutual trust in all interactions; uses self control at all times; maintains confidentiality at all times; anticipates the needs of customers
- Smiles readily and maintains a positive “can do” attitude; refrains from complaining to customers, vendors and co-workers; is caring and compassionate.

Quality / Quantity of Work, Dependability:

- Consistently performs job duties at satisfactory quantity and quality, within required time-frames, while maintaining high degree of accuracy.

Initiative:

- Willingly puts forth effort in starting job duties on a regular basis; contributes new ideas; seeks self-improvement; masters new job duties.

Attitude and Co-operation:

- Favourable attitude for job and hospital; follows company policies; works with others effectively; is willing to vary work schedules/assignments as needed.

Ethics / Compliance:

- Strives to carry out daily activities within appropriate ethical and legal standards in all our relationships in accordance with our Code of Conduct.

Attendance:

- Demonstrates promptness and regularity in being at work and on time to meetings.

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Person Specification

Qualifications	<ul style="list-style-type: none">• Leaving Certificate• IATI or similar qualification• IPass or similar qualification
Experience (Amount and Type)	<ul style="list-style-type: none">• At least 2/3 years experience in a similar accounts role
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">• Able to work on own initiative• Up to date on Budget, Irish taxation & accounting principles• Ability to work as part of a multi-disciplinary team• Detail focused with excellent administration and organisational skills• Effective communication skills• Workload measurement• Committed to service
Personal Competencies	<ul style="list-style-type: none">• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date