**Job Description**

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| **Job Title** | Cash Management Officer |  |
| **Grade** | Level 1 |  |
| **Location** | Leeds |  |

**Role**

Reporting to the Senior Cash Management Officer, the role will be responsible for assisting with the operation and maintenance of day to day systems in relation to cash management and maintaining the cash flow forecasting model. Monitoring volumes and costs in relation to cash, accurately maintaining daily cashbook and bank reconciliations, processing of payments on the finance system and interface with the bank. Provide cover for the Senior Cash Management Officer and provide day to day support to the Financial Accountant.

**Organisational Structure**

**Responsibilities**

* Update the cashbook and cash flow on a daily basis in a timely and accurate manner.
* Access online banking to make payments, reconcile bank statements to cashbook and cashflow ensuring all accounts are balanced on a daily basis
* Seeking appropriate authorisations and processing Faster Payment (FP)\CHAPS payment requests on the Finance System to required deadlines, liaising with Payroll as required.
* Processing of supplier payments including BACS, FP\CHAPS, RFT and Foreign payments with the bank.
* Generate payment runs and check the Accounts Payable payment files generated by the finance system prior to payment authorisation and inform the Senior Cash Management Officer of any issues arising, making recommendations for action required.
* Generate ad hoc payment runs as required
* Liaise directly with the Accounts Payable Team on issues relating to payments making decisions on actions required to resolve issues.
* Assist with entry, checking and reconciling of payroll pay overs on the Finance System for approval for payment to appropriate third parties, discussing and resolving queries with the outsourced payroll provider as required.
* Calculate PAYE, NI and Pension pay overs in conjunction with Payroll .Ensure payments are made within the deadlines.
* Assist in the operation of internal controls, carry out quality checks and maintain records as necessary to provide an appropriate audit trail
* Ensure all internal audit recommendations relating to Cash processes are implemented.
* Assist with statements and reports as required including quarterly report on time to pay Suppliers Invoices.
* Maintain contact with the bank through appropriate communication methods, including email, phone, etc.
* Maintain written procedures for appropriate aspects of this post and to participate in the development of the accounting systems and procedures of the department, and proposing the development of policies and procedures within own work area
* Daily recording of all Customer cash received on the Finance System and updating the Cash Receipts Forecast. Code and post all other cash receipts/payments on the Finance system, investigate and resolve all unidentified cash items
* Assist with Sharepoint requests for Vouchers, reconcile voucher stock, order vouchers and distribute as per authorised requests
* Manage requests for ad hoc payments
* Update BACS Rejects and Overpayments receipts daily for Payroll to send on a weekly basis

**Key Values:**

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following:

* **Equality and Diversity**

To act in accordance with NHS Professionals’ Equality and Diversity Policy - this is designed to prevent discrimination of any kind.

* + **Health and Safety**

Ensure that all duties are carried out in line with NHS Professionals’ Health and Safety Policy.

* + - **Corporate Image**

Adopt a professional image at all times.

* **Risk Management**

Responsibility for reporting complaints, incidents and near misses through the Complaints and Incidents Management System (CIMS)

Responsibility for attending health and safety training as required.

Responsibility for assisting in risk assessments.

* **Scheme of Delegation**

To comply with the Scheme of Delegation - this requires any employee to declare an interest, direct or in-direct, with contracts involving the organisation.

**Note:**

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks.

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| **PERSON SPECIFICATION** | | | | |
| **Criteria:** | **ESSENTIAL**  *(When applying for this job it is important you fulfil all these essential requirements. If you do not you are unlikely to be interviewed)* | **HOW IDENTIFIED**  A / C / I / P/ R / T | **DESIRABLE**  *(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed***)** | **HOW IDENTIFIED**  A / C / I / P / R / T |
| **Qualifications and Knowledge:** | Minimum 5 grade C GCSE or equivalent, including Mathematics and English | A/C/I | Studying for AAT | A/C/I |
| **Experience:** | * Experience of working in a cash or Accounts Receivable/Accounts Payable environment | A, I & R | Detailed knowledge of finance computer systems, ledgers, and coding structure is required in order to deal with detailed AP queries. | A, I & R |
| **Communication and People Skills:** | * Good communicator, both written and verbal * Ability to deal with people at all levels both within and outside the organisation * Able to work effectively within a team environment | I & R | * Experience of dealing with organisations outside the company | I & R |
| **Organisational Skills** | * Good organisation and administrative skills * Able to work on own initiative and with limited supervision * Able to work under pressure and to strict deadlines. * Able to prioritise workload | A, I & R |  |  |
| **Specialist Knowledge and Skills** | * High degree of accuracy in own work and with an excellent attention to detail. * Advanced Excel with working knowledge of other Microsoft packages including Word and Outlook with a good standard of accuracy * Excellent typing/keyboard skills. | A, I, R & T | Previous experience of Microsoft Dynamics 365 for Finance & Operations Financial ledgers | A, I, R & T |
| **Physical Skills:** | * Must pass pre-employment health assessment | P |  |  |
| **Equality:** | * Candidates should indicate an acceptance of and commitment to the principles underlying NHSP’s Equality and Diversity and Health and Safety Policies | I |  |  |

Key: A = Application Form C = Certificate I = Interview P = Pre-employment health screening R = References T = Tests/presentation