

REASON CARE LIMITED

JOB DESCRIPTION

JOB TITLE ADMINISTRATOR

RESPONSIBLE TO HOME MANAGER

OBJECTIVES

To manage administrative and financial aspects of the home and support the manager in all areas of the home's management. To act as a focal point for these tasks.

SUMMARY OF RESPONSIBILITIES

1. To invoice for all service user fees in the home, collect monies, and keep accurate records using the home's computerised accounting system. Liaise with any payer as necessary e.g. relatives or social services. To monitor any debts and recover as appropriate.
2. To ensure all purchase invoices are dealt with according to company policies and are paid according to the terms of the supplier. To prepare cheques for purchases ready for signing by the director.
3. To maintain service user files and ensure all information pertaining to service user administrative and financial matters are filed and up to date
4. To deal with all administration relating to staff personnel matters – despatching of application forms for new staff, arranging of interviews etc and personnel files are accurate and fully updated
5. To control and account for money held by Magnum Care Ltd on behalf of service users (e.g. Personal allowance and any pension contributions to the company). To manage payment to hairdresser, chiropody, etc
6. To maintain accurate records for petty cash, cash and banking.
7. To maintain the office computer system, internet access and e-mail services and to bring to the attention of the manager any issues which could threaten the integrity of the system
8. To maintain the office filing system in acceptable state and to be aware of the location of all information
9. To ensure any home/company documents are kept up to date – operations manual, employee handbook etc.
10. To reconcile staff hours weekly and for approval by the manager. Monthly reconciliation of hours for preparation of wages – to be rechecked by the manager and authorised
11. To maintain accurate records pertaining to staff holidays and sickness
12. To ensure in conjunction with the manager, rotas are completed and kept on file for a specified period of time
13. To produce general typing as required

14. To supply required information to the manager or the directors
15. To deal efficiently and politely with any enquires made to the home from any source
16. To undertake any reasonable requests/tasks as and when requested on instruction from a senior member of staff

The administrator is directly responsible to the manager and must implement and comply fully with the Magnum care administration manual. Compliance with the accounting and baking requirements are the administrator's first and top priority.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to periodic review.

All staff is required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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