

## **JOB DESCRIPTION - BOOK KEEPER/ADMINISTRATOR**

**Responsible to:** Registered Manager

**Purpose of post:** To prepare & keep records of financial information for use primarily by Registered Manager and Head Office.  
To provide an administrative service for the Registered Manager & team.

**Values:** To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

### **Principal Responsibilities**

- Maintenance of financial records, computer and manual as necessary
- Maintenance of personal records of staff, including sickness and absence, holidays, timesheets
- Collation of all information required for payroll input
- Payment of accounts relating to the Home and reconciliation of invoices
- Assist Manager in budgetary controls, preparing weekly and monthly reports as required locally and for Head Office
- Assist Manager in production of annual business plan
- Balance Petty Cash , oversight of residents' cash, collect and bank fees as appropriate
- Take and circulate minutes of meetings
- Deal with general correspondence and administrative matters as necessary
- Prepare monthly returns for Head Office in conjunction with the Home Manager
- Bank Home's funds as required
- Deal with telephone queries as necessary
- Attend discussions/meetings/trainings organised by the home and/or Head Office.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Line Managers Signature \_\_\_\_\_ Date Signed \_\_\_\_\_