



JOB DESCRIPTION

Title of Post:	Accounts Assistant
Responsible to:	Accountant and Accounting Technician
Accountable to:	Matron
Function of job:	To carry out various accounting duties associated with Accounts Payable (Purchases), Inpatient and Outpatient Accounts (Sales) and to assist the Accounting Technician in all functions.

MAIN DUTIES:

In Patients

Review admission lists and registration forms the day before admission. Ensure that insurance and settlement of account information is complete and correct.

Attend to patients on admission to ensure that insurance and settlement of account information is complete and correct. Accept Claim Forms after checking and leave in Consultant folders for completion. Advise patients on the procedure with reference to payments and claims.

Prepare patient bills ensuring all charges are correct.

Where necessary, attend to patients on discharge:

- Receive cash/ cheque in full or part payment
- Advise patient about telephone, appliance charges
- Discharge patient on computer system

Enter receipts in, add up, and balance cash received book. Prepare bank lodgements and post receipts to computer.

Contact insurance company/patient regarding shortfalls or delays in payment of accounts. Send reminders to patients for excesses and other outstanding balances.

Deal with queries from patients and insurance companies.

Out Patients

Prepare registration forms for the next day and ensure that all relevant information is entered on to the computer system.

Attend to patients leaving the Out Patients Department.

- Give patient an invoice detailing all charges.
- Receive payment.
- Accept Claim Forms after checking.



Ensure all charges have been correctly entered and prepare patient bills.

Print report for Medico-Legal charges each day, check against x-ray book and post to computer system.

Calculate Consulting Room Hours each day and post to the computer system. Carry out end of month reconciliations and print various reports for Consultant Accounts.

Advise patients on the procedure with reference to payments and claims.

Enter credit card receipts in, add up and balance Cash Received Book. Post credit card receipts to computer. Forward cheque and cash received on a daily basis to Inpatient Accounts for lodging.

Deal with queries from patients and insurance companies.

Carry out End of Day processes and print various reports.

Accounts Payable

Assist in stamping, entering and allocating all incoming invoices to appropriate general ledger accounts and forwarding them to various managers/supervisors for authorisation and approval.

Assist in dealing with all Accounts Payable queries.

Between 15th and 20th of each month assist in completing the monthly supplier payments including

- entering all manual payments to the computer system
- removing holds on Consultant Radiologists accounts as appropriate before payment run
- printing monthly reports
- reconciling totals to be paid to each supplier
- preparing cheques and remittances and dispatching same to suppliers

Assist in the reconciliation of the suppliers' statements to amounts paid on a monthly basis.

Assist with the recording and analysing petty cash expenditure.

Assist with maintaining the franking machine top-up and photocopier maintenance call-outs.

Other Duties

Relieve Receptionist for meal breaks.

Assist with the credit control function.

Carry out any other Accounting work and provide cover in other areas as requested by Accountant.



General Duties:

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Undertake any educational programme deemed necessary and attend all mandatory in-service training and lectures.
3. Comply with the Ulster Independent Equal Opportunities Policy at all times.
4. Actively participate and contribute to the continuous improvement of the service in own work area.
5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times and ensuring confidentiality, at all times.
7. Participate in annual performance review and maintain own personal development file.
8. Be responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (where relevant).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<p>Good all round knowledge of an accounts department to include purchases and sales functions.</p> <p>2 Years 'recent relevant experience to include the following:</p> <ul style="list-style-type: none"> ▪ Preparation and issuing of invoices ▪ Cash handling, receiving payments and recording of expenditure ▪ Preparation of bank lodgements and cheques ▪ Assisting with reconciliations 	<p>Experience of dealing with creditors</p> <p>Accounts experience in a healthcare environment</p>
Education/Qualifications / Training	<p>5 GCSEs including English Language and Mathematics at Grades A to C (or equivalent)</p> <p>Experience of Sage or similar accountancy package</p> <p>Proficient in the use of Microsoft Office, specifically Excel</p>	
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance. 	

Competencies:

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising
- Accuracy and attention to detail
- Patient/Client Focus



Information for Applicants

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<http://www.justice-ni.gov.uk/publications/ani-privacy>