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## Finance Administrator

Job Title: Finance Administrator. (Permanent)  
Location: Remote.  
Directorate: Primary Care. (NHS England & the devolved nations)  
Reports to: GPS HR Department.

### Job summary.

Are you a detail-oriented and proactive professional ready to contribute to the financial success of our organisation? We are seeking a dedicated finance administrator to join our team permanently. In this critical role, you will be responsible for managing a variety of accounting tasks, ensuring the accuracy and timeliness of financial data, and supporting the smooth operation of our financial processes. This position offers a unique opportunity to be part of a dynamic finance team, where your contributions will directly impact our business's financial health and efficiency.

As a finance administrator, you will play a key role in maintaining accurate financial records, processing invoices, and assisting in preparing comprehensive financial reports. Your meticulous attention to detail and expertise in handling financial data will be essential in ensuring that all transactions are recorded accurately and promptly. This role also involves managing accounts payable and receivable, reconciling bank statements, and supporting the preparation of budgets and financial forecasts. You will work closely with other departments to streamline financial processes and support audits, contributing to our commitment to financial integrity and compliance.

### Key responsibilities.

#### Accounts management.

- Process invoices accurately and efficiently, ensuring timely payments and receipts.
- Manage accounts payable and receivable, maintaining accurate and up-to-date financial records.

#### Financial Reconciliation.

- Reconcile bank statements and financial transactions, identifying and resolving discrepancies promptly.
- Assist in preparing monthly, quarterly, and annual financial reports, ensuring accuracy and compliance.

#### Budgeting and forecasting.

- Support the preparation of budgets and financial forecasts, providing accurate data and insights to inform decision-making.
- Monitor budget variances and provide analysis to support financial planning.

#### Compliance and audit support.

- Ensure compliance with financial regulations and internal policies, maintaining high standards of financial integrity.
- Assist in internal and external audits, preparing documentation and reports as required.

Process improvement.

- Work collaboratively with other departments to streamline financial processes and improve efficiency.
- Identify opportunities for process enhancements and implement best practices in financial management.

### Person Specification.

Qualifications & experience.

- Bachelor's degree in accounting, finance, or a related field (or equivalent experience).
- Relevant accounting certifications are a plus (e.g., AAT, ACCA, CIMA).
- Previous experience in a finance or accounting role, preferably in a similar capacity.
- Proven track record of managing multiple financial tasks with accuracy and efficiency.

Skills and competencies.

- Strong understanding of accounting principles and financial regulations.
- Proficiency in financial software and Microsoft Office Suite, particularly Excel.
- Excellent analytical and problem-solving skills, with attention to detail.
- Ability to manage multiple tasks and deadlines while maintaining confidentiality.

Knowledge.

- Familiarity with financial reporting standards and compliance requirements.
- Understanding of budgeting, forecasting, and financial analysis processes.
- Awareness of current financial trends and best practices in accounting.

Personal attributes.

- Highly organised and detail-oriented, with a proactive approach to work.
- Strong communication skills, both verbal and written, with the ability to liaise effectively with colleagues at all levels.
- Demonstrated integrity and professionalism in handling sensitive financial data.

### Why join us?

- Impact.  
Make a real difference in the health and well-being of communities.
- Growth.  
Opportunities for professional development and career progression.
- Flexibility.  
Various work arrangements available to suit your lifestyle.
- Team Spirit.  
Join a supportive and dynamic team dedicated to high-quality patient care.

### Special requirements.

- Flexible working hours.  
Willingness to work flexible hours, including evenings or weekends, to meet patient needs.
- Driving requirements.  
A full driving licence and access to a vehicle may be necessary.

### Application process.

If you are ready to take on this exciting opportunity and contribute to the financial success of our organisation, we invite you to apply. Please submit your application through our website, including your CV and a cover letter outlining your relevant experience and qualifications. Join us and become a vital part of our finance team, driving excellence and innovation in financial management. We offer this position predominantly on a remote basis with occasional travel to our regional offices.