**JOB OUTLINE**

**FINANCIAL/GENERAL ADMINISTRATOR**

**THE CONTEXT IN WHICH YOU WILL WORK**

**Our Purpose**

To help people during their most critical time of need.

**Our Vision**

To be the most respected provider of welfare support for those in front line services.

**Our Mission**

To provide a high-quality medical welfare service to those who serve the nation and the community when they are in the patient care pathway, in order to deliver capability and productivity.

**Our Values**

**Commitment**  
We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.

**Integrity**  
We act with integrity, consistency, and honesty in all that we do.

**People**We support each other. We trust, encourage and develop our staff, because we know that it’s our people who make us what we are.

**Working Together**

We work collaboratively together and with others to provide the best possible service to the people we support.

**THE ROLE**

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| **Directorate:** | Central Services | **Hours per week:** | 35 hours |
| **Responsible to:** | Head of HR | **Contract Type:** | Permanent |
| **Responsible for:** | No Direct Reports | **Initial Base:** | HQ, Redenham Park, nr Andover |

**YOUR PURPOSE**

**As an experienced administrator, with a financial background, you will play a key role in ensuring the smooth running of HQ, carry out routine financial tasks and conduct general administration.**

**YOU WILL:-**

* Ensure the telephones are covered at HQ, and that visitors are welcomed to the premises.
* Order stationery, uniforms and occasional lunches for meetings.
* Manage any equipment given to staff, ensuring all is returned at the end of their employment.
* Deal with maintenance issues with HQ, liaising with the landlord and any contractors as necessary.
* Manage travel arrangements across the organisation, ensuring the economic and ecological factors are considered.
* Provide a general administration service, working flexibly as required.
* Input invoices on to Sage.
* Carry out general book-keeping and financial administrative tasks.
* Pay expenses, after checking validity of any claims and ensuring the manager has authorised them.
* Manage petty cash.
* Carry out month end routines, such as pre-payments, accruals and bank reconciliations.
* Assist the Management Accountant as required.
* Ensure suppliers are paid in a timely manner, updating ledgers as appropriate.
* Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of your time and others.

**YOU WILL HAVE:**

* Strong administrative skills
* Experience of using Sage and Excel
* Excellent IT skills
* Book keeping experience
* Excellent communicator on the phone and face to face
* Self-motivated and able to work on your own initiative
* Able to interpret numbers and produce information for managers
* Experience of doing bank reconciliations and making payments
* A methodical approach, with an exceptional eye for detail
* Happy to be work flexibly and enjoy variation
* Excellent organisational skills
* An efficient working style
* An excellent team working approach
* A positive attitude

This is a full-time role, but flexible working will be considered.

The post is based in our HQ, a lovely converted stable block set in an idyllic country estate with easy access to the A303.

You will work with a team of committed, positive people with the added benefit that everyone plays their part in providing a great service to those who have served their country and now find themselves in need.

**BENEFITS OF WORKING WITH DMWS**

We recognise that without our staff we are nothing, they are the most important asset that we have. We offer employees the following benefits in recognition:-

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| **Salary**  A competitive salary, payable monthly | **Pension**  Matched Contributions up to 6% |
| **Death in Service Scheme**  Three times your annual salary to nominated beneficiaries | **Enhanced Sick Pay**  6 weeks full pay, 6 weeks half pay in year 1, increasing to 13 weeks full pay, 13 weeks half pay thereafter |
| **Training/Working at HQ**  For HQ Staff, and those attending training/meetings, there are modern facilities in a converted stable block, surrounded by a beautiful estate in Hampshire | **Staff Recognition**  Staff Recognition Awards are used to highlight great practice and going the extra mile |
| **Flexible Working**  All flexible working requests are considered | **Staff Get-Togethers**  Staff events are held periodically to encourage networking, support and empathy amongst colleagues |
| **Personal Development Programme**  Continuous professional development is encouraged and training opportunities are explored | **Qualifications**  All Welfare Officers are automatically enrolled onto our accredited Diploma in Welfare Studies (Level 3) & Mental Health First Aid Course |
| **Work-based Parking/Mileage**  For those who pay to park at their work-base, fees are reimbursed. Mileage allowance is 45p per mile. | **External Supervision**  All Welfare Officers are offered external clinical supervision. |

**However, working in an organisation that provides such worthwhile services means that you are giving something back, and the knowledge of that is priceless.**