



CANDIDATE BRIEF

FINANCE ADMINISTRATOR

VIDA GRANGE



VIDA HEALTHCARE

Committed to providing the highest quality care for people living with dementia.

Vida Healthcare is a specialist dementia care provider based in Harrogate, North Yorkshire. Our three purpose-built care homes – Vida Hall in Starbeck, Vida Grange in Pannal and Vida Court in Harlow Carr all offer quality, person-centred care, state-of-the-art facilities and all the comforts of home.

MISSION STATEMENT

To offer 'Peace of Mind through Trust and Understanding for All'

OUR ETHOS OF CARE

We are committed to providing quality care

Every person receiving our service will experience quality care. It is essential to us that excellence remains at the forefront of our efforts.

We will use the most up to date information available to us

We will use the latest research, emerging evidence and professional literature, in conjunction with our own in-house clinical expertise to provide the highest standards of care.

We will always respect and protect the rights of our service users and deliver high quality, compassionate care

Through a comprehensive induction and ongoing training programme, our staff will have a clear understanding and respect for the core values which underpin the care and support we provide; respect, dignity, fairness, equality and autonomy.

We will approach our duties within Vida Hall, Vida Grange and Vida Court with sensitivity and respect

We will aim to adapt our ways of working whenever possible to cater for people's needs and routines. We will respect our residents' privacy and involve them in decisions which affect day to day living within the home.

We believe the employees of Vida Healthcare are its greatest asset

Vida Healthcare supports its staff to meet their personal responsibilities in relation to the knowledge and accountability for their own practice. We are committed to providing ongoing staff supervision and appraisals, structured training programmes and individual training objectives to allow for professional growth and development.





VISION & VALUES

VERY IMPORTANT PEOPLE

IN IT TOGETHER

DETAIL, DETAIL, DETAIL

ALWAYS KIND

To be united in excellence

Peace of mind through trust & understanding for all



JOB DESCRIPTION

Job Title: Finance Administrator

Reports to: Finance Manager

Job Summary

- The primary focus of this role is to support the Finance team in providing an effective financial administrative support service to the Vida Healthcare group

Professional requirements and experience

- Educated to at least GCSE or equivalent (English & Maths are essential)
- Demonstrate good financial acumen
- Experience or understanding of financial processes
- Strong IT and analytical skills
- Experience of Sage accounting software would be advantageous

Knowledge and Expertise

- Exemplary administration and organisation skills are essential, with strong attention to detail
- Excellent customer service and inter-personal skills
- Strong communication skills; both written and verbal
- Capable of prioritising a busy and varied workload with the ability to work on own initiative and as part of a wider team
- Flexible, can-do attitude
- Proven experience of preparing reconciliations
- Proven experience of working with large volumes of data from various sources

Responsibilities

- Maintain detailed financial records, including, but not limited to:
 - Administering admissions contracts via DocuSign, ensuring deposits and fees are paid
 - Liaising with third parties regarding funding and contracts
 - Chasing private and funded fees
 - Maintaining resident records in relation to contracts, discharges, room charges, hospital admissions
 - Sales ledger including fees and processing sales receipts
 - Maintaining aged debtors and reconciling accounts
 - Administering residents' personal allowance accounts, including entering receipts and deposits, and reconciliation
 - Issuing monthly statements to families and dealing with any queries
 - Assistance in the annual and monthly audits, compiling information as requested
 - Producing reports and attending meetings as required

WHAT WE OFFER

Excellent salary

Membership of a workplace pension scheme (where eligible)

Salary sacrifice schemes (where eligible):

- Cycle to work
- Pension

Employee Assistance Programme

- A free, confidential health and wellbeing service for all of our employees and their immediate families

Healthcare Cash Plan

Blue Light Card

- The discount service for the emergency services, NHS, social care sector and armed forces, providing members with thousands of amazing discounts online and on the high street

Free on-site parking

Excellent working conditions and environment

Free access to Vida Academy

- Vida Academy is the way we support all our staff, from new starters right through to senior managers, to learn and develop in their role. Vida Academy promotes lifelong learning across the organisation and establishes our staff as dementia ambassadors



HOW TO APPLY

All candidates must complete our application form, including a personal statement outlining how they meet the requirements for the role.

To provide false information is an offence and may result in your application being rejected, any offer of employment being withdrawn, or summary dismissal if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.

Closing date for applications is **1 September 2024**

Interviews will be held week commencing **2 September 2024**

We reserve the right to close the vacancy if a suitable candidate is identified during the recruitment process.

We look forward to receiving your application.

