

**JOB DESCRIPTION**

**ROLE:** Administrator  
**RESPONSIBLE TO:** Home Manager  
**AIMS:** To provide clerical services for the Home.

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- ⇒ Staff Wages - Collate information from timesheets to enable payment and ensure accurate information is passed to the Accounts Department at the required time. Record accurately claims for SSP and SMP.
  - ⇒ Resident Information - Send information about resident admission/discharge to the Accounts Department to enable accounts to be processed accurately.
  - ⇒ Invoices - Prepare invoices for authorisation by the Home Manager and submit to Accounts for payment at the required time.
  - ⇒ Resident Accounts - Devise a safe system for collection of fees and banking, keeping accurate records. Ensure claims are made correctly for Social Service payments where necessary.
  - ⇒ Debt Collecting – It is the administrators responsibility to take note of any clients who are falling behind in their payments and to initiate the debt collecting process. If debts still remain unpaid then you should seek help from your Home Manager, Regional Manager or Accounts Department at Head Office.
  - ⇒ Petty Cash - Keep accurate records of all monies spent and submit statement for repayment.
  - ⇒ Financial Advice - Understand the system of funding for residents and advise and assist residents/relatives in making claims when necessary.
  - ⇒ Files - Maintain an accurate filing system for staff records, residents financial files and Home equipment.
  - ⇒ References - Request references for all new employees, checking PIN where appropriate. Ensure Contracts of Employment, Disciplinary Regulations, Job Description and Fire Instructions are provided for all new employees.
  - ⇒ Typing
  - ⇒ Photocopying
  - ⇒ Comply with Procedures and Work Instructions as documented in the Quality Manual.

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**PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER**

Employee Signature: ..... Date: .....