



<b>1. Job Title</b>	Cash & Payments Assistant	<b>2. Job Description Date</b>	June 2025
<b>3. Department/Team</b>	Finance	<b>4. Reports to</b>	Chief Accountant
<b>5. Context</b>			
<p>The Royal Hospital Chelsea is a historic institution providing sheltered accommodation (Long Wards) and full nursing care where necessary (the Margaret Thatcher Infirmary) for some 300 retired soldiers, known as In-Pensioners. It ensures Army veterans are provided with the support and comradeship they need in recognition of their service to the Nation and safeguards their historic home for the veterans of tomorrow.</p> <p>The role holder is expected to lead by example in demonstrating the Royal Hospital Values:</p> <ul style="list-style-type: none"> <li>• Nurture Belonging – unite through comradeship.</li> <li>• Respect Individuals – listen and act.</li> <li>• Encourage Pride – commit to high standards.</li> <li>• Enjoy Life – make people smile.</li> </ul> <p>All roles within the Royal Hospital Chelsea (RHC) have an integral part to play in contributing to the achievement of the Hospital's Strategy and Vision.</p>			
<b>6. Role Purpose:</b>			
<b>7. Principal Accountabilities: 8-10 outcomes</b>			
<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• To maintain overall responsibility the accounts payable ledger and ensuring that purchase orders (PORs) and relevant authorisations are correct before processing the final purchase invoice (PIN)</li> <li>• Preparing both BACs and manual payment runs for the various companies in the group and ensuring these are authorised in accordance with the bank mandates before being release</li> <li>• Ensuring that key supplier statements are reconciled to the accounting system entries and ensuring that the year-end reconciliations are available to the auditors</li> <li>• Dealing with all accounts payable queries arising both from internal and external sources</li> <li>• Reconciling aged creditors for all companies monthly and addressing all issues highlighted in the report</li> </ul> <p><b>Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>• Processing the sales receipts and the required intercompany journals for Bar, Café, Accommodation, Burton Court, Souvenir Shop and any other ad hoc sales generated</li> <li>• Reviewing the sales invoices raised by other departments to ensure that all of them are correct before they are posted into the system. Posting of these invoices when correct</li> <li>• Processing the monthly journals for the deferred income and completion of the reconciliation</li> </ul> <p><b>Cashier and Banking</b></p> <ul style="list-style-type: none"> <li>• Paying cash expenses to staff and In-Pensioners ensuring they are authorised and posted accurately</li> <li>• Processing of the cash transactions into Exchequer and the reconciliations for those accounts</li> <li>• Banking cheques</li> </ul>			



## General

- To undertake any other duties, consistent with the level of responsibility of this post, that may from time to time be required as directed by the Finance Director or the line manager
- Ensuring that all paperwork is filed promptly and with all supporting documentation
- Assisting with interim and year-end audit queries, including casting and cross checking annual accounts
- Undertake ad hoc reconciliations including restricted funding as and when required
- Processing of journals for the stock movements of the CPC and Coffee Shop
- To take an active role within the Finance department with a continuous strive for efficiency across the organisation and provide cover for other Team members.
- To be flexible with regard to working hours when requested
- To maintain confidentiality

## 8. Leadership expectations

The role holder is expected to:

## 9. Skills Knowledge and Experience

### Essential Skills

- Accuracy, highly numerate
- Excellent oral and written communication skills, including the ability to communicate effectively with management and non-finance staff
- Ability to work as part of a team and using own initiative
- Able to meet tight deadlines
- Self-motivated, proactive, able to use initiative and strives for performance excellence
- The ability to adapt quickly to change
- Learn new tasks for own development as well as to facilitate departmental cross training to support the team when someone is on annual leave

### Desirable Skills

### Knowledge and Experience

- Previous cash-handling experience
- Understanding of financial systems, particularly accounts payable
- Understanding of segregation of duties and financial controls
- Experience of working in the charity sector
- Excel experience
- Exchequer experience

### Competences

#### CUSTOMER FOCUS

- A commitment to customer service standards and able to contribute department's strategic approach to internal and external customer service
- Ability to build relationships and rapport and ensure mechanisms are in place to resolve customer issues



- Committed to maintaining and improving service delivery

#### **PERSONAL RESPONSIBILITY**

- Demonstrates a positive 'can do' attitude and deliver results
- Takes ownership for overall service and establishes a culture of personal responsibility
- Champions standards and quality in self and others

#### **COMMUNICATION**

- Communicates assertively, confidently and clearly at the most senior levels inside and outside the Charity
- Is able to communicate logically and persuasively to non-finance staff
- Chooses appropriate form of communication demonstrating tact and diplomacy

#### **CREATIVITY AND INNOVATION**

- Creates an environment where new ideas are encouraged and welcomed
- Commits self and appropriate resources to pursuing and developing new ideas to enhance the efficiency of the organisation as a whole
- Evaluates the benefits, practicalities and value for money of ideas

#### **DEALING WITH CHANGE**

- Turns goals into practical and achievable actions and sets self and others clear targets
- Anticipates barriers and takes steps to overcome these

#### **TEAM WORKING**

- Creates a positive team environment and supports the values of the RHC
- Supports other finance staff in building a team that utilises people's strengths and makes improvements
- Supports the rest of the team by adopting a "can I help with anything" attitude even when that means working on something outside of the incumbents normal tasks
- Encourages open communication within the team with the rest of the RHC

#### **Qualifications:**

- AAT Part-Qualified; or QBE; non-qualified may be considered in exceptional circumstances where highly numerate can be demonstrated (such as relevant degree)

10. **Agreement:** I have reviewed this Job Description and confirm it accurately reflects the role.

Line Manager..... Date .....

Employee..... Date ...

Note: All RHC employees are expected to be flexible in undertaking the duties and responsibilities for their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.