

Accounts Coordinator - Full Time or Part Time Job Share

Job Title:	Accounts Coordinator
Location:	Enhanced Care Services HQ, Unit H9, Adanac Park North, Southampton
Hours:	20/40 hours - Flexible
Remuneration:	£28,000 - £32,000 based on a 40 hour week pro-rata (dependent on experience)
Reports to: :	Business and Finance Manager
Version Date:	April 2026

Background

ECS is a rapidly developing, clinically led organisation with a clear ethos of delivering high quality healthcare provision across multiple healthcare sectors.

Founded in 2015, Enhanced Care Services has built a strong reputation for excellence in patient care, initially delivering enhanced and critical care at events and now overseeing medical cover for a wide range of events each year. In addition to event medical services, the organisation operates ambulance and clinical services and provides medical education at all levels. We are proud of our commitment to safe delivery, continuous improvement and a positive professional culture.

Role Summary

The Accounts Coordinator will support the delivery of excellent patient care for our patients by ensuring that financial and administrative processes are accurate, timely, and well managed. You will support the Finance Team by managing supplier and independent contractor invoicing, raising purchase orders, maintaining accurate financial records, and ensuring that customer accounts are kept up to date so that services can be delivered efficiently and without delay.

You will play a pivotal role in supporting the financial operations of the organisation, working closely with colleagues, clients, and suppliers to ensure that information is communicated effectively and processes run smoothly. You will also support the wider administration team with general administrative duties, helping to maintain a professional and well-organised working environment.

The Accounts Coordinator will work to ensure that financial records are maintained to a high standard and that ECS leaders are assured that financial systems and processes are reliable, compliant, and continuously improving to support the safe and effective delivery of services.

Key Responsibilities

- Work as part of the ECS administration team and provide book-keeping support for the finance team
- Manage Independent Contractors invoicing and weekly bank payments
- Manage Supplier invoicing and weekly bank payments
- Coordinate PAYE monthly payroll
- Raise Purchase Orders and cross check against supplier invoicing
- Maintaining accurate and detailed customer records and creating new customer accounts
- Building a good rapport with clients / suppliers and providing an accounting team with relevant information
- Maintain accurate records across systems



- Support the development and improvement of financial systems
- Engage with CPD opportunities and behave as an ambassador for ECS, displaying the organisation's values and professionalism in all engagements
- Share the ethos of ECS and work as part of the team to develop a rapidly growing business, striving for excellence

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998 and ECS policy.

Additional

- To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder.
- The post holder will ensure all activities are in line with the organisation's Care Quality Commission-related policies and procedures, making sure standards are met and improved where possible.



Person Specification

Criteria	Essential	Desirable	Assessed
Qualifications and Training			
Hold a full UK driving license with a maximum of 3 penalty points		✓	Application
AAT Level 2 or equivalent		✓	Application
Skills, Knowledge and Experience			
Good knowledge and experience of Xero Accounting	✓		CV/ Interview
Excellent attention to detail and time management	✓		Interview
Excellent written and verbal communication skills	✓		CV/Interview
Good IT skills to enable accurate record keeping	✓		CV/Interview
Excellent numerical accuracy	✓		CV/Interview
1+years experience in a finance, accounts or office support role	✓		CV/Interview
Knowledge or experience of working in a healthcare environment		✓	CV/Interview
Aptitudes and attributes			
Demonstrate excellent interpersonal, teamwork communication and social skills	✓		Interview
Demonstrate ability to work on own initiative, be forward thinking and able to work independently	✓		Interview
Ability to prioritise, act under pressure and apply deadlines to workload	✓		Interview
Potential and willingness for personal change with the ability and commitment to learn new skills	✓		Interview
Other position requirements			
Flexible with regards to hours of work and willing to assist in all areas of a growing business	✓		Interview
Enhanced DBS Clearance in last 5 years (or commit to an Enhanced DBS check)	✓		Employment checks