

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Direct Payments Officer

Reference: 006981

Salary: £17,547 - £18,560 Annually

Closing Date: 11/12/2016

Benefits & Grade

Grade J

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We are seeking to appoint a Direct Payments Officer to join the Finance Team.

Duties will include preparing direct payments for individuals, auditing financial returns, providing advice and support to individuals, carers and social workers, producing information, preparing annual budgets and other general office duties.

You should have effective organisational and communication skills and enjoy working as part of a team. You should be able to work on your own initiative and to work accurately and effectively under pressure in order to meet deadlines whilst maintaining the highest standards of service delivery

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Emma Clennell, Finance Officer on 01325 405414

An online application form and further information are available from www.darlington.gov.uk/jobs. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES & RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Direct Payments Officer
<u>GRADE :</u>	Grade J
<u>JOB EVALUATION NO.</u>	B1587
<u>REPORTING RELATIONSHIP</u>	Finance Officer
<u>JOB PURPOSE :</u>	To contribute to a highly effective service within the Budget Support Team in the delivery of the Direct Payments scheme.
<u>POST NO.</u>	D12347

MAIN DUTIES/RESPONSIBILITIES

1. Prepare Direct Payments for service users
2. Audit monthly financial returns from service users
3. Provide advice and support to individuals and their representatives
4. Support individuals in budget planning
5. Liaison with care managers and other professionals regarding individuals direct payments account.
6. Prepare annual budgets
7. Maintain, develop and update systems of recording Direct Payments, producing timely and accurate information when required
8. Participate in monthly budget monitoring
9. Assist with the preparation of final accounts
10. Raise sundry debtors invoices and make payments to creditors.
11. Debt monitoring
12. Co-operate with other officers and representatives of outside bodies to promote the efficient administration of the Direct Payments scheme, attendance at working groups and meetings as required
13. Assist in the preparation of the annual service plan for the overall finance team and contribute towards achieving the team's aims and objectives
14. Ensure own personal development through the performance development review process and undertake training of others as appropriate

15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.

THIS POST IS SUBJECT AN ENHANCED DISCLOSURE + BARRED LIST CHECK THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND ALSO WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: August 2016

DARLINGTON BOROUGH COUNCIL

DIRECT PAYMENTS OFFICER

NEIGHBOURHOOD SERVICES & RESOURCES

POST NO – D12347

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE's or equivalent including English and Maths		D
2	NVQ Level 3 in Business Administration or equivalent		D
	Experience & Knowledge		
3	Experience in a financial or administration position for at least one year	E	
4	Knowledge and experience of financial systems and procedures	E	
5	Experience in using IT including Microsoft Word and Excel	E	
6	Experience to deal effectively with clients	E	
7	Experience in an Adult Social Care department		D
8	Preparation of final accounts and budgets and knowledge of Audit procedures		D
9	Knowledge of Direct Payments		D
	Skills		
10	Ability to work under pressure and meet deadlines	E	
11	Ability to work on own initiative and as part of a team	E	
12	Good oral and written communication skills	E	
13	Ability to organise and prioritise own workload	E	
14	Ability to analyse problems and adapt an innovative approach to finding solutions		D
	Personal Attributes		
15	Honesty, integrity, commitment and enthusiasm	E	
16	Willing to expand knowledge and experience	E	
17	Pro active		D
18	Flexible attitude		D
	Special Requirements		

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.