



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees 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.

Finance Clerk

Vacancy ID: 010870

Salary: £11,626.70 - £11,859.19 Annually

Closing Date: 23/02/2020

Benefits & Grade

Grade F

Contract Details

Temporary until November 2020 to cover maternity leave

Contract Hours

22 hours per week, Wednesday to Friday

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

We are looking for an enthusiastic dedicated person to join our busy Adult Social Care Financial Services Team.

The main duties of the role are to provide financial administration support to the service.

This is provided through a number of varied functions such as making benefit applications to the Department for Work and Pensions, managing online banking systems and managing service users property and valuables.

It will also include raising debtor invoices, checking timesheets, processing payroll and paying invoices. The work also deals with the collection and recovery of debts from service users which will involve recovery action.

Day to day contact with service users by telephone is a key part of this role and the ability to communicate effectively with them is an essential part of this role.

The successful candidate will need to have excellent numeracy skills, be customer focussed, self-motivated, have excellent communication skills and be able to work as part of a busy team.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Janet Ballinger, Team Manager, Adult Social Care Financial Services on 01642 527464.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: Adult Social Care Financial Services	
JOB TITLE: Finance Clerk			
GRADE: F			
REPORTING TO: Finance Officer			
1.	JOB SUMMARY: To provide the financial administration function in relation to Care & Support at Home, Residential/Nursing Care, Direct Payments.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1.	Act as point of contact and deal with enquiries.		
2.	To update and maintain databases in relation to Care & Support at Home, Residential/Nursing Care, and Direct Payments.		
3.	Dealing with service users and/or their carers to assist with financial assessments and verification of charges.		
4.	Collect income from contributions due for Care & Support at Home, Residential/Nursing Care and Direct Payments through raising of invoices.		
5.	Manage the recovery of debts to the Local Authority.		
6	Ensure payments to providers are made within the Councils timeframes.		
7	Ensure all data bases are kept up to date.		
8	To assist with the arrangement for burials and cremations in accordance with Section 46 of the Public Health (Control of Disease) Act 1984.		
9	Making applications to the Department for Work and Pensions to ensure the correct benefits are claimed.		
10	Seek recovery of any money or assets owed to the client, by way of debts and/or loans, for example rent from lettings or utility accounts in credit.		
11	To assist with Protection of Property duties in accordance with the Care Act 2014.		
12	To manage the online banking system for clients, including arrangements for clients' weekly allowances and the maintenance of appropriate records.		
13	To assist with the annual review of clients' property and valuables in accordance with audit requirements.		
14	To deal with queries from the public and respond effectively.		

15	To complete the monthly payroll through checking of timesheets, variations and supporting queries from the Payroll Service.
16	To communicate with other departments where required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade F using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Finance Clerk	F
Directorate / Service Area	Adults & Health	Adult Social Care Financial Services
Post Ref:	13338 / POS004759	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A good academic background to GCSE or equivalent grades A-C including Maths & English 		Application form
Experience	<ul style="list-style-type: none"> Experience of dealing with customers/members of the public Establishing and maintaining records on computerised systems and in manual format Knowledge of various forms of data storage and retrieval 	<ul style="list-style-type: none"> Experience of working with clients and carers Experience /understanding of social services activities and functions 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> High standard of verbal and written communication skills Excellent numeracy skills PC literate and familiar with IT packages. Able to work with various software systems Ability to work unsupervised in a challenging and fast moving environment Ability to deal with customers sensitively and in a caring manner 		Application / Interview

	<ul style="list-style-type: none"> • Ability to work to targets and deadlines • Ability to work with other staff, colleagues and agencies 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Excellent time keeping and attendance record • Self-motivated • Team Worker • Positive attitude and good interpersonal skills • Positive Enhanced DBS clearance. 		

Person Specification dated November 2019

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 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 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

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 towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.