

Post Title: Business Management Assistant CC468

Evaluation: 423 points

Grade: N04

Responsible To: Business Finance Team Manager

Responsible For: N/A

Job Purpose: To provide business management support on finance related matters, maintenance of management information systems and production of data that will enable the processing of accurate payments and income collection.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To accurately calculate the service user contributions using relevant government legislation and guidance.
- 2 To process payments and income and maintain records in accordance with the Authority's financial procedures and current legislation.
- 3 To enter and update data held on manual and computerised information systems.
- 4 To liaise where necessary with internal and external organisations to ensure accurate charging of and payment of services.
- 5 To inform service users or their nominated representatives of their assessed contribution.
- 6 To undertake debt recovery action including liaising with service users or their reps, and internal and external agencies.
- 7 To contribute to the development of financial service procedures that will improve business efficiency and processes for service users.
- 8 To record cash payments.
- 9 To administer the finances of appointees ensuring the receipt of correct pensions and benefits, making payments from appointees' accounts, and reconciling internal systems.
- 10 To assist with protection of property visits.
- 11 To authorise CareFirst payment function.
- 12 To recover contributions in respect of other local authority placements.

- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.