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| 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 timefames |
|  | 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 on line 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 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.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) |  |  |  |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated April 2019**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Finance Clerk F** |  |
| Directorate / Service Area | **Adults & Health** |  |
| Post Ref:  | 31932 |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | A good academic background to GCSE A-C or equivalent must include Maths & English at A-C |  | Application form |
| Experience | Experience of dealing with customers/members of the publicEstablishing and maintaining records on computerised systems and in manual formatKnowledge of various forms of data storage and retrieval | Experience of working with clients and carersExperience /understanding of social services activities and functions | Application / InterviewApplication / InterviewApplication / Interview |
| Knowledge & Skills | High standard of verbal and written communication skillsExcellent numeracy skillsPC literate and familiar with IT packages. Able to work with various software systemsAbility to work unsupervised in a challenging and fast moving environmentAbility to deal with customers sensitively and in a caring mannerAbility to work to targets and deadlinesAbility to work with other staff, colleagues and agencies |  | Application / Interview |
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement. |  | Application / Interview |
| Other requirements | Excellent time keeping and attendance recordSelf motivatedTeam WorkerPositive attitude and good interpersonal skills |  | Application / Interview |

**Person Specification dated 2017**