



Role Profile

Job Title: ASC Senior Finance Assistant	Grade/ Level: M	Post Number: AF00025
Directorate: Adult Social Care	Job Family: Adult Social Care	Date Prepared: April 2018

Role reports to (Job Title):

ASC Finance Manager

Job Purpose:

- (1) To support and deputize for the ASC Finance Manager, with day to day management of all the ASC finance functions including new staff training and existing cross staff training, ensuring all process notes are completed and kept up to date.
- (2) To supervise staff and to undertake regular 1-2-1's and lead team meetings as requested by the ASC Finance Manager or in their absence.
- (3) To assist the ASC Finance Manager with all annual uplifts, monitoring and processing of income and expenditure on care packages ensuring compliance, timescales and legal obligations are met to facilitate accurate budgetary control of expenditure.
- (4) To work with the ASC Finance Manager and project teams, on new projects to support the progress of the organisation and the team.
- (5) To provide financial information and monitoring (e.g. KPI spreadsheet) to internal and external clients supported by the ASC Finance Team e.g. Commissioners, Care Management staff, Central Finance, Accounts Payable and Accounts Receivable teams, Care Providers, Service Users and their financial representatives.
- (6) To set-up, reconcile and accurately administer Adult Social Care manual and automated payments (including Direct Payments).
- (7) To assist in the annual closing of accounts.
- (8) To support, monitor and review current processes, within the ASC Finance Team.
- (9) To ensure accurate audit records are kept and the Council's care management system is updated with the relevant financial information

Key Accountabilities:

1. To ensure that financial processes are completed within agreed timescales to facilitate the achievement of; Key Performance Indicators, Departmental and Corporate Policies and Procedures. To contribute to financial management information and statistics.
2. To update the systems with changes to ensure records are accurate and clear audit trail is evident.
3. To ensure ASC manual invoices, Direct Payments, ISP automatic pay runs and interfaces for payment, are completed within agreed timescales and are verified for accuracy and funding.
4. To ensure Care Managers are notified when billing evidences discrepancies with funding both for increases and decreases to prompt a review.
5. To assist with ensuring Direct Payments are processed, within agreed timescales, Care Managers are liaised with (where appropriate). Ensure Support Service in the setup of new users and ongoing maintenance on the Direct Payments Scheme. Review of Direct Payment client bank accounts are completed in accordance with the DP Process, ensuring client contributions are being received and payments used in accordance with the funding agreed. Ensure all unused Direct Payment funds are returned to the Council within agreed timescales. Ensure the issue of Direct Payment contract variations to clients and written notification of the reasons for the change is provided
6. Assist the ASC Finance Manager with the year end accruals for all invoices and payments.
7. Work with ASC Finance Manager in coordinating the completion of the annual uplifts for ASC providers including Out of Area providers.
8. Ensure Panel notes for CHC joint funding agreements, are actioned and all recharges raised in accordance with agreed timescales. Build a cohesive relationship with CHC to resolve any queries and attend meeting with the ASC Finance Manager as required to resolve any debt issues. Ensure all records are updated and maintained with actions and progress.
9. Complete and assist with reconciliations when required and where necessary calculate and issue backdated payments or ensure return of overpaid funds. Ensure any system issues are reported and resolved to prevent further issues. Ensure new rate changes are applied by the Brokerage Team. Check and authorize new services.
10. Administer and resolve internal and external queries from providers, partners, service users or their representatives providing information in accordance with the Councils policies. Take ownership of query resolution and identify where escalation is appropriate in order to minimize potential for disputes and financial write offs.
11. To liaise with Mental Health and Continuing Health Care to ensure a joined up and consistent approach to funding, Ensure processes, billing and payments are correct and up to date.
12. Assist the ASC Finance Manager in improving standards and procedures for the team. Contribute to continuous improvements in processes, procedures, and controls in order to deliver efficiencies and service enhancement.

13. To undertake any other tasks and functions commensurate with the grading of the post.

Supplementary Accountabilities:

To provide financial support to the Adult Social Care commissioning section as required.

Knowledge and Experience:

Required

- Relevant financial qualification held (level 3 or above) i.e. AAT
- Computer literate with an expertise in using spreadsheets (minimum Excel intermediate or advanced certificate or training) for financial purposes, including reconciliation and accounting.
- Strong numeracy and analytical skills.
- Organized, with an ability to prioritize and meet deadlines.
- Interpersonal skills for team working, internal customers, partners, stakeholders, providers and client service.
- Innovative with a proven ability to problem solve.
- Excellent communication skills in person, addressing groups in meetings, on the telephone and in writing, with an ability to understand the negative and positive impacts of timely communication.
- Ability to self-motivate and work with minimal supervision and the ability to motivate others.

Preferable

- Experience of staff supervision and coaching or leadership skills
- Knowledge of SWIFT and Eclipse Financials or transferable skills from similar products.
- Knowledge of Adult Social Care finances
- Knowledge and experience of the Care Act regulation and legislation.

Decision Making:

- The ASC Senior Finance Assistant will need to determine when some high payment adjustments should be applied. They will need to consider the impact of system generated claw backs before deciding to apply or suppressing and the impact on Providers and/or Service Users if payments are not made in accordance with the expected date.
- Correct application of accounting principles, understanding the impact of any decisions made relating to financial information inputted and financial processes relating to projections, payments, journals, accruals etc.
- Able to understand the impact decisions made have on other parties.
- The ability to make decisions based on own initiative with minimal guidance when required, ensuring decisions which fall outside of the remit of the post are made by the correct authority level.

Advice role may relate to implementation of process and systems, related changes and Corporate/Government legislative requirements.

Contacts and Relationships:

- Networking across the organisation and externally to continually build professional relationships
- The post requires written and verbal communication with external independent Providers of care,

Service Users and Carers. The post holder will provide data/information as requested in line with current Data Protection and Information Security legislation.

- Written and email communication across In-house Providers and other SBC departments, for the ASC Finance Manager, Central Finance and other commissioning staff as required.
- Verbal communication across a range of internal and external Providers, Partners, Stakeholders, Service Users, Carers and team members. This may cover all areas, giving advice, presenting information, influencing Policy and interpreting contractual arrangements.
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Creativity and Innovation:

- The ASC Senior Finance Assistant will work in the ASC Finance Team, as part of the wider ASC Team alongside Budget Managers, Care Managers, Commissioners, Brokerage and Placements, authorizers, contracts, FAB Team and Central Finance, combining personnel requests and utilising SWIFT, Eclipse and other IT Systems to make systems more effective and improve the service.
- They will need to utilise their knowledge and understanding of current processes to assist staff with day to day queries and assist others in finding resolutions or develop alternative solutions.
- Flexibility to meet the varying demands of the role.
- Able to work autonomously in a pressured environment.

Job Specific Competencies:

Experience and knowledge of Accounts Payable and Accounts Receivable. Ability to reconcile account queries. Ability to train others to maximise team performance. Use of SWIFT and Eclipse Financials and excel spreadsheets for financial transactions, including financial reconciliation and monitoring of income and expenditure. Ability to take ownership to resolve day to day queries and issues.

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998 and the update in accordance with European data protection 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.

Employee Signature:	
Print Name:	Date
Line Manager's Signature:	
Print Name:	Date: