



Role Profile

Job Title: Finance Assistant	Grade/ Level: L	Post Number: AF3197
Directorate: Adult Social Care	Job Family: Adult Social Care	Date Prepared: January 2021

Role reports to (Job Title): ASC Finance Services Manager

Job Purpose:

- (1) To set-up, reconcile and administer Adult Social Care manual and automated payments (including Direct Payments)
- (2) To administer the recharges for joint funded clients.
- (3) To complete year end accruals for the annual closing of the accounts
- (4) To ensure accurate audit records are maintained and the Council's care management system is updated with accurate financial information.
- (5) To assist Commissioning and Budget Managers with the monitoring of expenditure on care packages

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 process ASC invoices, automatic pay runs and interfaces for payment, ensuring they are verified for accuracy and funding.
4. To complete accurate year end accrual information at year end to ensure all relevant income and expenditure is correctly reflected in the year end accounts.
5. To notify Social Work Professionals when billing evidences discrepancies with funding both for increases and decreases to prompt a review.
6. To ensure recharges are raised where required, in particular for joint funding packages within agreed timescales.
7. To facilitate manual payments for personnel allowance and other payments as authorized.
8. Process Direct Payments liaising with Care Managers and the Support Service in the setup of new users and ongoing maintenance on the Direct Payments Scheme.
9. Reconcile Direct Payment client bank accounts and the expenditure returns provided and maintain accurate reconciliation records. Liaise with clients/their representatives or Council officers to explain any action required or why a reconciliation cannot be completed. Ensure all unused funds are returned to the Council within agreed timescales.
10. Assist with and implement annual rate changes and where necessary calculate and issue backdated payments.
11. Administer and resolve internal and external queries from providers, partners, service users or their representatives, completing reconciliations and providing information in accordance with the Councils policies. Take ownership of query resolution and identify where escalation is appropriate.
12. Assist the Adult Social Care Finance Services 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 Adult Social Care Commissioning as required.

Knowledge and Experience:

Required

- GCSE English and Maths (A-C or equivalent)
- Computer literate with an expertise in using spreadsheets (Excel intermediate or advanced) for financial purposes, including reconciliation and accounting.
- Strong numeracy and analytical skills
- Organized, with an ability to prioritize to meet deadlines.
- Interpersonal skills for team working, provider and client service
- Excellent communication skills in person and in writing.

Preferable

- Windows software qualification or similar.
- Knowledge of SWIFT and Eclipse Financials or transferable skills from similar products.
- Knowledge and experience of the Care Act regulation and legislation.
- Studying for or holds a recognized professional finance qualification such as AAT or equivalent work experience.

Decision Making:

The Finance Assistant will need to determine when payment adjustments should be applied. Some are high value. They will need to consider the impact of system generated claw backs before deciding to apply or suppressing and the impact on Service Users if payments are not made in accordance with the expected date.

Contacts and Relationships:

The post requires written and verbal communication with external Providers of care, Users and Carers. The post holder will provide data/information for the ASC Finance Manager, Central Finance and other commissioning staff as required.

Creativity and Innovation:

The 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 and Central Finance, combining personnel requests and utilising SWIFT, Eclipse and other IT Systems to make systems more effective and improve the service.

Job Specific Competencies:

Experience and knowledge of Accounts Payable and Accounts Receivable. Use of SWIFT and Eclipse Financials and excel spreadsheets for financial transactions, including financial reconciliation and monitoring of income and expenditure.

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 GDPR, 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:

Person Specification

Please list the criteria below in accordance with those shown on the Job Description

For the Post of: Finance Officer			
No.	Criteria	Minimum/ Preferred	Method of Assessment
		M = Minimum P= Preferred	I = Interview AF = App Form T = Test P= Presentation
	<p>Knowledge & Experience: (Including Qualifications)</p> <p>GCSE English and Maths (A-C or equivalent)</p> <p>Strong numeracy and analytical skills</p> <p>Experience using Excel spreadsheets for financial purposes, including financial reconciliation and monitoring of income and expenditure.</p> <p>Interpersonal skills for team working, provider and client service</p> <p>Organized, with an ability to prioritize to meet deadlines.</p> <p>Excellent communication skills in person and in writing</p> <p>Windows software qualification or similar.</p> <p>Knowledge of SWIFT and Eclipse Financials or transferable skills from similar products</p> <p>Knowledge and experience of the Care Act regulation and legislation</p> <p>Studying for or holds a recognized, relevant finance qualification such as AAT.</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p>	<p>AF</p> <p>I</p> <p>AF / I</p> <p>I</p> <p>I</p> <p>I</p> <p>AF</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

3	<p>Contacts and Relationships:</p> <p>Ability to establish good working relationships with a range of officers within Swindon Borough Council, including:</p> <p>(i) ASC budget managers and commissioners</p> <p>(ii) ASC finance and contract teams</p>	M M	I I
	<p>Creativity and Innovation:</p> <p>Able to develop reporting tools such as excel V Lookups, 'If' statements and Pivot Tables.</p> <p>Providing innovative ideas and solutions to communication or financial issues.</p> <p>Be pro-active and able to work on own initiative.</p>	P P M	I I I
	<p>Other Requirements: (E.g. ability to get to other sites etc.)</p> <p>Competent in the use of spreadsheet and financial ledger software.</p> <p>Ability to review and analyse financial information, identifying major issues and action for resolution.</p> <p>Good verbal and written communication skills to deal with budget holders and external partners.</p> <p>Commitment to continuing professional development.</p>	M M M P	I I I I

Note to candidates

When completing your application form, please give examples to show how your skills, abilities, achievements and experience demonstrate that you meet each of the criteria in the person specification above which are shown as being assessed from the Application form (i.e. those marked as AF).