

ROCHDALE BOROUGH COUNCIL

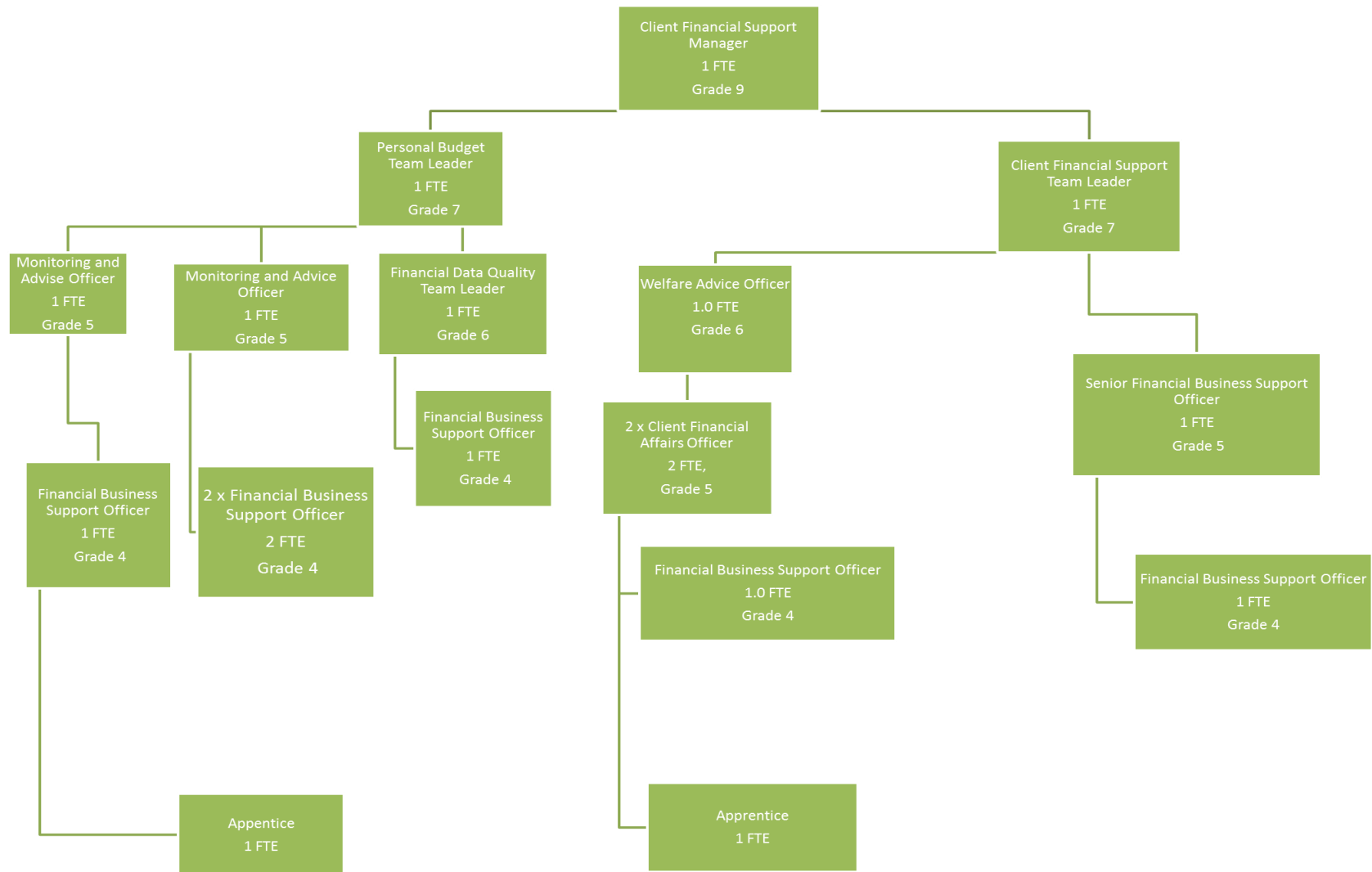
JOB DESCRIPTION

SERVICE:	Adult Care Service
SECTION:	Governance & Business Support
LOCATION:	Number One Riverside
JOB TITLE:	Senior Financial Business Support Officer
POST NUMBER:	
Grade:	5
Accountable to:	Various
Accountable for:	Financial Business Support Officer
Hours of Duty:	37 per week in accordance with the Service's Work Life Balance Scheme
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

Appointment is subject to DBS check

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART – CLIENT FINANCIAL SUPPORT TEAM



PURPOSE AND OBJECTIVES OF THE JOB

1. To provide efficient and effective financial support and advice to Adult Care Services and stakeholders on all aspects of the work of the team.
2. To ensure compliance with statutory and business critical rules and regulations within areas of responsibility.
3. To act as an ambassador for the Council and Service at all times and to develop and manage effective and professional relationships within the service and with other services/partners to raise the profile of Adult Care and Support Services.

Control of Resources

Personnel

To be responsible for leading, managing and motivation of self and staff within the structure of Adult Care Services for whom the post holder has responsibility: both as individuals and as members of the service; using coaching as an enabler to development.

Financial

To manage financial resources, which are delegated to the post holder by the Head of Governance and Business Support and the Corporate Deputy, in accordance with the financial regulations of the Council.

To act as Corporate Appointee on behalf of the council.

Equipment/Materials

To be responsible for the management, effective use and security of financial systems relevant to the post, including software and ICT equipment.

To be responsible for the efficient and effective use of premises, furniture, equipment and consumable goods in relation to the post holder and any staff under their control.

Data and Information Security

To be responsible for the management and security of data relevant to the post.

Health/Safety/Welfare

To be responsible for the health & safety and welfare of self and colleagues, in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

To be responsible for assisting in the identification and undertaking of his/her own training and development in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

- Senior management and colleagues within Rochdale Borough Council
- Internal Audit
- Elected members
- Trade Union Officials

External:

- Service users and their representatives
- Senior management and staff of other authorities
- Government Departments
- External advisors, partner organisations, charities, voluntary organisations, service providers, solicitors and members of the public.
- Legislative Bodies e.g. Court of Protection and the Office of the Public Guardian
- Other key stakeholders.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy
- (iii) Work in accordance with the Health and Care Professions Council standards of proficiency
- (iv) Work within the Council's statutory requirements, policies and guidance

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To provide support and advice on all aspects of Personal Budgets to ensure that they are set up and managed appropriately and effectively.
2. To act as Corporate Appointee on behalf of the Council and undertake all duties relevant to this area of work.
3. To undertake all duties relevant to the debt recovery process; complying with the Care Act 2014 and the Council's Policies and Procedures.

4. To ensure duties relating to the Court of Protection and Office of the Public Guardian are carried out lawfully, including the submission of all information requested by the Court of Protection for each service user under Corporate Deputyship.
5. To undertake reviews of all client accounts to ensure compliance with agreements and to maximise income for both the clients and the Council.
6. To respond to individual queries from both internal and external customers and problem solve specific issues.
7. To maintain an up-to-date working knowledge of legislation, statutory frameworks and codes of practice relevant to the work of the team.
8. To maintain relevant information and record systems in order to provide management information in support of the delivery of priorities and service development.
9. To actively participate in corporate or service specific projects and working groups bringing expertise and commitment to achieve targets.
10. To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery.
11. To ensure that advice and information in respect of Personal Budgets is appropriate, up to date and within the legal framework.
12. To ensure that advice and information relevant to the work of the team is appropriate, up to date and within the legal framework.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such duties and responsibilities of an equivalent nature as may be determined from time to time by the Service head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative)
3. To ensure that the Council's Statutory Requirements and policies are carried out efficiently, effectively, economically and equitably.

Job Description prepared by	Helen Murphy	Date	May 2018
Agreed by Postholder	_____	Date	_____
Supervisor		Date	
Chief Officer		Date	

**Rochdale Borough Council
Person Specification**

Service :	Adult Care	Post:	Senior Financial Business Support Officer
Section :	Governance & Business Support	Post Number :	
Job Ref:	RO-20184	Grade:	5

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Requirement to travel around the Borough and other locations. Please confirm you are able	E	AF/I
(b) Qualification and Experience		
1 Please confirm that you have GCSE maths and English Language (grade A-C) or equivalent	E	AF/I/production of certificates
2 Please provide evidence of your experience in providing support and guidance in respect of financial issues to others.	E	AF/I/A
3 What experience have you had in providing effective and responsive customer focussed services?	E	AF/I /A
4 Please give details of your experience of working in an evolving/changing environment demonstrating flexibility of approach and attitude.	E	AF/I /A
5 What experience do you have of working effectively within a team and engaging with objective setting within a performance management framework, including PDR's and 1-1's	E	AF/I/A
6 Please outline your experience of managing staff including the allocation of work and performance monitoring of both services and staff.	E	AF/ I/A
7 Please outline what experience you have of working with minimal direction using wide discretion without recourse to others.	E	AF/I/A
(c) Skills and Knowledge		
1 Please demonstrate your knowledge of one of the following: Personal Budgets including all relevant legislation and guidance, duties relating to The Court of Protection and Office of the public Guardian or Adult Care legislation around the management of debt.	E	AF/I/A
2 Please provide evidence of your ability to use information technology and demonstrate that you have well developed computer literacy skills.	E	AF/I/A
3 Please demonstrate your knowledge of the Care Act 2014 and its implications for service delivery.	E	AF/I/A
4 Please describe your ability to engage with team members and customers to build productive working relationships	E	AF/I/A
5 Please demonstrate your time management skills and your ability	E	AF/I/A

to prioritise workload.			
Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Skills and Knowledge			
6	Please can you demonstrate that you have high ethical standards, you act with integrity, are reliable and trustworthy	E	AF/I/A
7	Please demonstrate that you have effective communication skills both written and verbal and your ability to present information effectively to service users and colleagues at all levels of the organisation.	E	AF/I/A
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I/A
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I