

JOB DESCRIPTION

TITLE: Finance Officer

POST NO: 48962100AN

DEPARTMENT: Children Families and Education

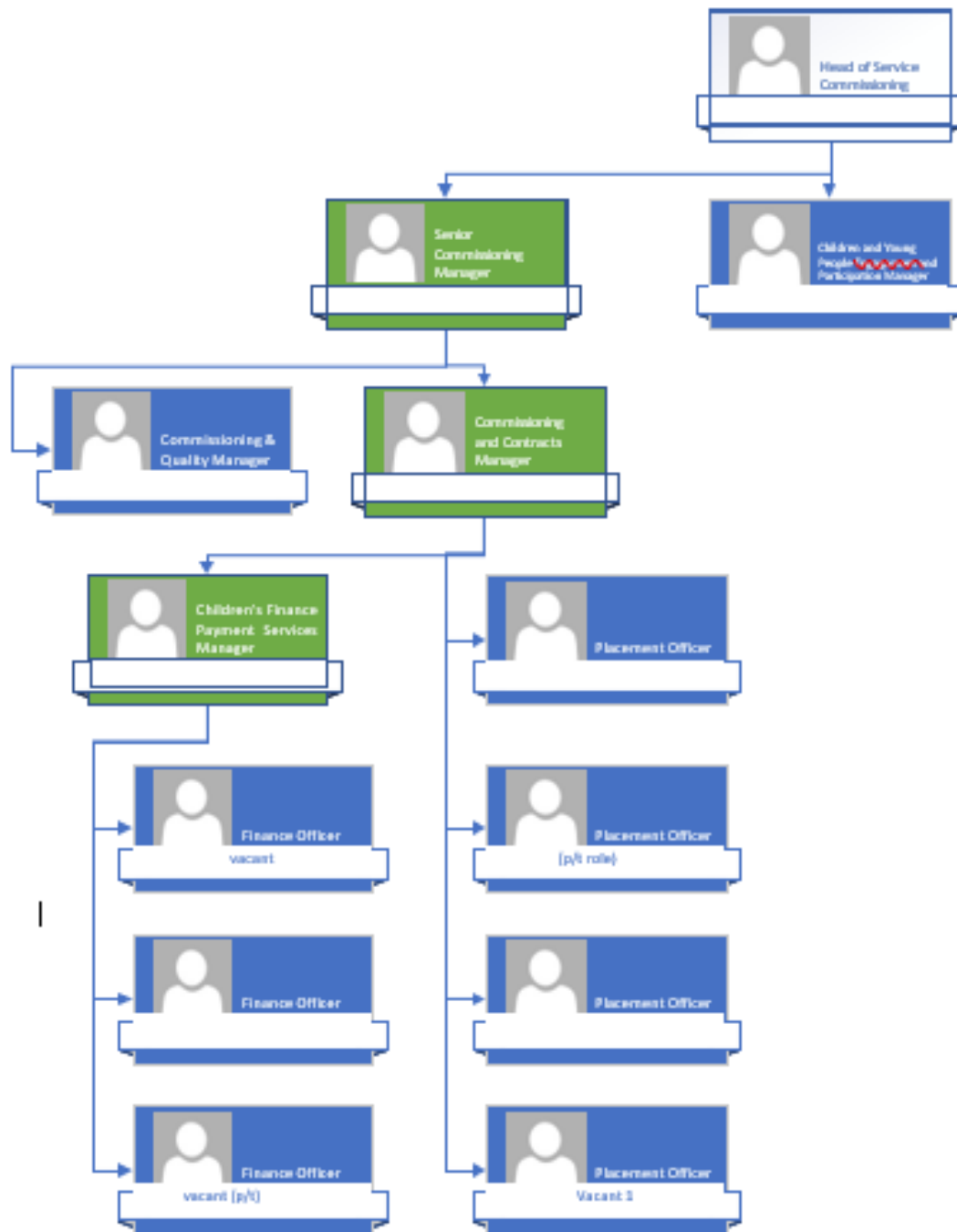
DIVISION: Commissioning and Resources

RESPONSIBLE TO: Finance Payment Manager

GRADE: L5

PURPOSE OF POST: Undertake a range of financial and administrative functions and support the Commissioning service in the production, monitoring and review of contracts and service level agreements.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

%

1. Undertake accurate financial assessments based on declarations made by clients as to their financial status in respect of Adoption and Special Guardianship Assessments, including new assessments and annual assessments. Instigate payments abroad for Special Guardianships Orders for Children placed in other Countries. Apply working knowledge of benefits and Universal Credit when supporting Staying Put and Leaving Care clients, ensuring financial support is administered correctly and in line with current guidance. 35%
2. Manage payments entered on LCS to ensure accurate information is recorded and payments to carers are processed correctly. Administer payments through on ContrOCC (payments system), ensuring payments are accurate and taking action to deduct overpayments or suspend payments where necessary. Complete weekly payment runs for carers, external providers, and direct payments to clients 35%
4. Undertake the processing of invoices through ContrOCC, cheque requisitions, checking invoices are paid through the Civica Financials system, and maintain financial spreadsheets and files for budget monitoring in respect of Out Of Borough placements for Management and Accountant Information purposes. Instigate invoices to other local authorities with children placed with carers of LBC. 30%

DIMENSIONS:

Supervisory Management: None
Financial Resources: None
Physical Resources: None
Other: None
Physical effort: None
Working Environment:

This post is based in an open plan office in the Town Hall Extension.
The post holder will need to attend frequent meetings in a variety of locations.

AGILE WORKING

The Council needs to provide its services more cost effectively and this means a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home. The concept of employees having a desk of their own at a fixed location has ended.

CONTEXT:

This post combines support for the payment of fostering allowances through relevant systems and the completion of mandatory financial assessments across all Children & Learning Service divisions. This includes collation of information, assessment, monitoring, and the provision of advice and guidance, responding to a range of

queries directly and seeking support from colleagues on more complex matters where required.

You will provide support to commissioning managers, brokerage assistants, and the 18+ team in relation to in-house and independent fostering arrangements, including Staying Put and Leaving Care cases. The role requires maintaining and developing effective administrative systems and records, accurately maintaining budget and management information, and organising meetings. You will be expected to use advanced features across a range of PC software, including spreadsheets, databases, and financial systems such as ContrOCC.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Critical (C):- essential criteria that must be met

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable office experience Including mail distribution, photocopier and printer use etc.	1 & 2	Experience of Financial Software such as ContOCC	1, 2 & 4
	Demonstrable experience of word processing, databases and spreadsheets	1,2 & 3		
Skills & abilities	Able to work as part of a team with demonstrable communication skills	1 & 2		
	(C) Able to deal with straight forward and more in depth enquiries for people inside and outside the Council.	1 & 2		
	Abe to draft straightforward letters	1,2 & 5		
	(C) Demonstrable organisation skills	1,2 & 3		
	(C) Able to meet conflicting work demands deadlines and targets	1,2 & 5		
	(C) Basic numeracy skills	1 & 2		
	(C) Ability to perform calculations and analyse and interpret data	1 & 2		
Equality Issues	Able to use own initiative within defined procedures	1 & 2		
	Able to demonstrate an understanding of the effects of discrimination on service delivery and on the people you are working with	1 & 2		
Specialist Knowledge			Knowledge of local authority fostering services	1,2
Education and Training	RSA 11 or WP Package Level 11(or equivalent qualification or equivalent experience)	1, 2 & 4		

Other Requirements				
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)