



Coventry City Council

## Job Description

<b>Post:</b>	Independent Living Monitoring Finance Officer	<b>Job Number:</b>	
<b>Service:</b>	Independent Living (Adults and Childrens Social Care)	<b>Post Number:</b>	
<b>Location:</b>	One Friargate	<b>Grade:</b>	5

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

1. Under the direction of the Independent Living officer, you will be responsible for making and monitoring of Direct Payments (either with or without a personal budget) to service users and will be a member of the wider independent living team.
2. To support the advancement of Self-Directed Support, Personalisation and the Reablement agenda within social care in Coventry by contributing to the development and implementation of financial monitoring processes in close liaison with users and service providers.

### Main Duties and Responsibilities:

1. To follow and contribute to the development of the documented financial procedures for setting up Direct Payments for service users (either with or without a personal budget) and for ensuring that monitoring requirements, in relation to those payments, are complied with.
2. To adhere to the principles of Self-Directed Support enabling users and carers to have greater choice, control and flexibility over their support services to help them achieve their agreed outcomes and live more independently.
3. To balance the need to provide individuals and carers with more control and allow them to spend their payments flexibly, whilst carrying out the relevant financial checks to ensure the appropriateness of their spending.
4. To participate in obtaining any data collection that may be required for research purposes and the evaluation of Self-Directed Support schemes.
5. To input data into the Council record systems enabling payments to be made to users and payments of refunds to be made to the department.
6. To initiate payments with finance in accordance with guidance contained in the accounting manuals.
7. To raise requests for the income owed to the City council ensuring finance raise Sundry

Debtor accounts for all debts in those areas of work

8. To set up and maintain databases to record service users information for monitoring and statistical analysis purposes.
9. To provide information as requested, in order to assist with the Department's rolling audit programme and Direct Payments financial monitoring procedures.
10. To contribute to the safeguarding adults process where appropriate.
11. To participate in continuous personnel development and training in accordance with the grade and post. To contribute to the overall effectiveness of the team by actively promoting and participating in identified training opportunities and improved working practices.
12. Deal with basic enquiries from users, carers and providers in line with the Direct Payments financial procedures.
13. To liaise with the Independent Living Officer in relation to more complex enquiries/suspected cases of financial mismanagement and refer all unresolved operational issues to the relevant social worker/team in accordance with the Direct Payments financial procedures.
14. Participate in joint visits and working groups with care managers, service providers, users, carers and financial representatives in relation to the financial monitoring function.
15. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Independent Living Practice Adviser

**Date Reviewed:**

**Updated:** October 2021



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An awareness and understanding of Equal opportunities</li><li>• An awareness of sound financial procedures</li><li>• A general understanding of social care and disability</li><li>• A basic awareness of Direct Payments</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• To understand and follow formally agreed written guidelines</li><li>• In providing neat and accurate records</li><li>• To interpret issues and make appropriate referrals.</li><li>• To manage conflicting priorities.</li><li>• In effective communication with service users/carers/colleagues - face to face, in writing and on the telephone</li><li>• Numeracy e.g. Arithmetical calculations</li><li>• Speed and accuracy when using a keyboard</li><li>• Monitoring and checking detailed information</li><li>• To prioritise and organise workloads</li><li>• To use computers for record keeping and data input</li><li>• In using software packages, such as Microsoft Excel and Access</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Of using computerised financial systems</li><li>• Of working in a financial environment</li><li>• Of being Involved in/working in a social care environment</li><li>• working as a member of a team</li><li>• Of supervising other members of a team</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• 5 * G.C.S.E's, including Maths and English</li><li>• CLAIT qualification or equivalent.</li><li>• </li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul>
	<ul style="list-style-type: none"> <li>To undertake training as and when it is required for this post.</li> </ul>

**Date Reviewed:**

**Updated:**     October 2021