

JOB DESCRIPTION

Job Title	Finance Support Assistant		
Directorate	Finance & Procurement		
Reporting to	Senior Finance Officer		
Grade	15		
Evaluation ref:	AG1219	Job ref:	Family
Role purpose			
To give Administrative support to the Client Finances Team.			
Responsibilities			
Support the Client Finances Team leader and Team, e.g. filing, archive old files and correspondence, distribute the team's incoming post, photocopying/scanning, prepaid statement distribution, checking personal spending sheets and raising queries.			
Undertake weekly reconciliation of client bank accounts on the team database.			
Review case files to ensure all outstanding issues have been actioned, e.g. following the Bank reconciliation.			
Raise fee invoices and maintain Fee Income spreadsheets, including calculation of Appointee fees.			
Electronical file and check invoices received from Discovery and raise any queries with team.			
Maintain the Client Finances database of cases.			
Check, update the financial plans, and notes when the annual uplift in DWP benefits happen.			
Inputting payment details on Banking platform for the payment of invoices received by the team.			
Impact			
Contacts & Relationships			
Regular contact with members of the Team to pass or receive information and receive work instructions.			
Contact with other staff from Adult Services to retrieve and pass information.			

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Telephone and occasional personal contact with staff in other Services, suppliers, voluntary and external organisations, i.e. banks, utility companies, the Department for Work and Pensions, insurance companies, care homes, etc.

Resources

Will use Microsoft Office, e.g. Excel and Word, databases and spreadsheets. Online Banking platform and Client database.

	Essential	Desirable	
Knowledge			
Understanding of the Mental Capacity Act.		X	
Experience			
Can demonstrate good experience of Microsoft Office.	X		
Qualifications / Registrations / Certifications			
GCSE Maths and English or equivalent.	X		
Skills			
Attention to detail with a high level of accuracy.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold and promote the aims of the Council's equality, diversity and inclusion policies; health, safety and well-being of self and others; and organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			