

## Job Profile

Position Details	
Post	Senior Brokerage Payments Officer
Service Area	Directorate/Business Unit/Service
Reports to	Brokerage Payments Manager
Grade	Scale PO1 Spinal Point 32-34
Job Family	

Role Purpose
<ol style="list-style-type: none"> <li>1. To support the Brokerage Payments Manager to manage, lead and develop the Brokerage Payments team to ensure the team's objectives are met and financial controls are maintained whilst promoting acceptable standards of service.</li> <li>2. Responsible for prioritising the work of the teams on a day to day and longer term basis to ensure service demands and corporate targets are met</li> <li>3. To implement and audit internal processes both within the Brokerage Service ensure that financial data is accurate, is processed to agreed timelines and complies with policies and procedures.</li> <li>4. To continually seek to improve business processes and systems in conjunction with other departments to ensure that the processes are relevant and effective. To write and review financial control procedures for all areas of responsibility described above in order that the department continues to comply with accepted practice and adapts to changes in business operations.</li> <li>5. Managing the preparation of monthly reports for budget meetings.</li> <li>6. To deputise for the Brokerage Payments Manager.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To support the Brokerage Payments Manager in prioritising the work of the teams on a day to day and longer term basis to ensure service demands and corporate targets are met.</li> <li>2. To undertake quality checks of financial procedures to ensure accuracy and monitor timely performance.</li> <li>3. Act as interface between Children &amp; Adults services and Corporate Finance team for set-up, monitoring and closure.</li> <li>4. Liaise with corporate teams for other financial requirements to set up appropriate financial systems and vendors (providers) if applicable. Specifically, be responsible for coordinating and managing raising debtor's invoices on Councils IT systems (SAP), chasing debts, debt write-off forms using IT systems (SAP and Mosaic).</li> </ol>

5. Collaboration with the Councils IT Team on new system developments and issues arising from day to day use.
6. Managing the preparation of monthly reports for budget meeting using the Council IT systems.
7. Attend budget meetings and provide explanation of the budget variances on behalf of the Payments Manager when required.
8. Support the Payments Managers in Co-ordinating year end process including posting complex accruals journals. Raising journals including client expenditure reallocation journals e.g. HASCASH, block contract charges.
9. To work with local systems, processes and work plans/schedules to ensure work completion adheres to corporate financial timetables.
10. Maintaining an understanding of the structure of service cost centres and changes and ensuring accurate usage.
11. Responsible for setting up and maintaining 'scheduled' and 'one off payments' – including payments to Foster Carers, Adopters, Special Guardians and Residence Order Holders and any other client group.
12. Overseeing regular IT systems (SAP-Mosaic) reconciliation investigations as appropriate, carry out Imprest and Bank Reconciliation as necessary.
13. Responsible for Invoice processing and Payment requests on Council IT systems (SAP and Mosaic). This includes processing purchase orders (creating, goods-receipting and closing POs including Invoicing Plans).
14. Responsible for providing basic support to workers and managers in relation to invoice payments Councils IT systems (SAP and Mosaic).
15. Assist with year- end closure e.g processing accruals journals.
16. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
17. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc.
18. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
19. knowledge of safeguarding vulnerable adults and children.
20. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
21. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential/ Desirable
1. Experience of managing a team within finance.	E

2. Ability to manage organisational change including streamlining processes and business re-engineering.	D
3. Ability to manage effective and efficient financial administrative systems ensuring that office procedures' are adhered to.	E
4. Ability to motivate, influence and empower staff and others to deliver agreed objectives and outcomes.	E
5. Ability to work under pressure and respond effectively to rapidly changing priorities and deadlines.	E
6. Ability to manage a large workload, prioritise, be flexible and arrange workloads to set targets.	E
7. Ability to communicate clearly and effectively - oral, written and electronic - including producing complex reports.	E
8. Ability to communicate clearly and tactfully with members of the public, staff and external agencies.	E
9. Ability to maintain confidentiality.	E
10. Experience of budget monitoring and reporting.	E
11. Ability to undertake financial audit checks, analyse financial information and present financial reports in a coherent and auditable way.	E
12. Ability and experience of monitoring and presenting monthly budgets within the children and Adult service.	E
13. A good understanding of computer packages i.e. SAP and Mosaic (or experience of other finance and customer records database systems).	D
14. Advanced level knowledge of Excel, such as the ability to conduct advanced sorting and filters, the understanding to devise complex formulae, use vlookup and Pivot tables.	E
15. Ability to set up appropriate financial systems, maintain numerical information accurately, perform calculations and prepare unit costings.	D
16. To be able to prepare and maintain information on performance, budgets, unit costing, annual estimates and performance measures and ensuring the completion of statistical and financial as well as management information.	E
17. Knowledge of the core business of the service and of the relevant legislation concerning social care	E
18. Knowledge of the Children Act 1989 and subsequent legislation relevant to the role.	E
19. Knowledge of Safeguarding vulnerable Adults and Children	E
20. Knowledge of Care Standards Act and associated regulations.	E
21. Knowledge of Care Act 2014.	E
22. Knowledge relating to the commissioning of placements and related services and monitoring these arrangements.	D

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Dimensions & Main Contacts
<p><u>Dimensions:</u></p> <ol style="list-style-type: none"><li>1. Will be responsible for ensuring compliance with regulatory finance and contract management responsibilities and procurement of care packages and payments</li><li>2. Will need to ensure Council expenditure is aligned to VfM principles, securing best value for clients and the Council.</li><li>3. Provide budgetary expenditure updates for CYPS and Adults</li></ol> <p><u>Main Contacts:</u></p> <ol style="list-style-type: none"><li>4. Children and Young People Services (CYPS)</li><li>5. Adult Services</li><li>6. Corporate Finance Team</li><li>7. Mosaic/SAP Team</li><li>8. Commissioning Team</li><li>9. Performance Team</li><li>10. Regulatory organisations – Ofsted and CQC</li></ol>

Organisational Structure
<p>Please provide organisation structure chart below or as a separate attachment.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
None				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis. If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	801%
Audio typing.	Yes	10%	Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	

Activity	Yes/No	% of working	Activity	Yes/No	% of working
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		day		No	day
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
To ensure regular payments to clients and providers through schedule payments, electronic and paper invoices.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
To assist in the development and maintenance of a date base of resources ensuring that information is accurate, current and meets the needs of the service. To use this information to advice social workers/Team Managers in relation to purchasing care packages.
<ul style="list-style-type: none"> <li>• Mosaic</li> <li>• SAP</li> <li>• Dynamic Purchasing System</li> </ul>
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
<b>No</b>