

# Job Profile

Position Details	
Post	Deputyship and Appointeeship Officer
Service Area	Commissioning
Reports to	Deputyship, Appointeeship and Direct Payments Manager
Grade	Sc6 (SO1 subject to consultation)
Job Family	

Role Purpose
<ol style="list-style-type: none"> <li>1. To be responsible for administering the Councils Deputyship and Appointeeship accounts.</li> <li>2. To administer the Court of Protection and Department for Work and Pensions Appointeeship application process and the Councils statutory duty under Section 48 of the National Assistance Act 1948.</li> <li>3. To manage the financial affairs of service users that has been medically assessed as lacking mental capacity and may be vulnerable to financial abuse. To manage and safeguard the finances of vulnerable service users who are lacking mental capacity, by making applications to the Court of Protection on behalf of the Deputy as instructed by the manager.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To act in accordance with the requirements of the Care Act 2004 and Mental Capacity Act 2005 that may affect Appointees and Deputyships and abide by Court of Protection Orders and any regulations set by that department.</li> <li>2. Advise and assist Assessment and Care Management Teams in relation to the Council's authority under section 47 of the Care Act 2014.</li> <li>3. Administer the Deputyship and DWP appointeeship caseload. This includes liaising with the Office of the Public Guardian, DWP and third parties, winding up and closing cases as appropriate.</li> <li>4. Make applications for Deputyship to the Court of Protection on behalf of the Deputy. Collating all necessary information and liaising with the social worker or adult protection team involved in the case, and conducting any enquiries necessary for completion of the application.</li> <li>5. Advise and assist Assessment and Care Management Teams in relation to Court of Protection applications.</li> <li>6. Administer the Deputyship caseload liaising with the Office of the Public Guardian and third parties, winding up and closing cases as appropriate. Administer Deputyship Banking arrangements, prepare annual accounts for the Office of the Public Guardian, prepare HMRC tax returns and levy appropriate fees.</li> <li>7. To manage the financial affairs of the clients for whom we have Appointee or Deputyship</li> </ol>

responsibility.

8. Apply to the Department of Work and Pensions to assume Appointeeship responsibility for the benefit income of clients that lack mental capacity but have limited personal income and assets. Review service users' entitlement to benefits on a regular basis and apply for additional benefits as necessary.
9. Make payments from individual bank accounts in respect of expenditure incurred by Appointee and Deputyship clients. Prepare and check invoices for Appointee and Deputyship expenditure for payment from the clients' bank accounts.
10. Ensure appropriate client record are accurately updated, that any capital assets are liquidated in advance of a Deputyship client's cash assets diminishing to a level that will prevent settlement of liabilities while consulting with service manager, legal services and clients' family.
11. Complete Annual Accounts on behalf of each Deputyship client for submission to the Office of the Public Guardian. To administer Quality of Life reviews for Deputyship and Appointeeship cases.
12. Complete Annual Self-Assessment Tax Returns.
13. Maintain accurate financial records of payments and receipts for Appointee and Deputyship clients in the Client Property and Finance System (Mosaic/SAP). Reconcile the records of payments and receipts on the Client Property and Finance System (Mosaic and SAP) to clients bank statements, ensuring that all transactions comply with financial regulations.
14. Engage in correspondence and answer enquiries as necessary in relation to the financial affairs of the client.
15. Visit the clients as necessary.
16. Training and advice for the social care teams on Appointee and Deputyship.
17. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
18. Health and Safety aspects/issues, first aid/manual handling etc. in relation to working environment, i.e. hazardous materials and relevant processes/legislations etc.
19. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
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
<ol style="list-style-type: none"> <li>1. Care Act 2004 and Mental Capacity Act 2005</li> <li>2. Knowledge of the role of the Office of the Public Guardian and Court of Protection.</li> <li>3. Knowledge of DWP legislation.</li> <li>4. Extensive knowledge, experience and understanding of working with vulnerable, older people, elderly and disabled people (with learning disability).</li> <li>5. Previous experience of working within legislation governing Appointees and Deputyships.</li> <li>6. Practical experience of financial administration and to carry out numerical calculations.</li> <li>7. Practical experience of dealing with the general public.</li> <li>8. Possession of communication skills to convey Policy and statutory requirements to service users.</li> <li>9. Ability to gather information in a variety of ways, analyse data and present results to managers.</li> <li>10. Ability to facilitate self-advocacy whilst supporting people to achieve independent living.</li> <li>11. Maintain effective and efficient financial administrative systems ensuring that office procedures are adhered to.</li> <li>12. Ability to work under pressure and respond effectively to rapidly changing priorities and deadlines.</li> <li>13. Ability to prioritise, be flexible and arrange workloads to set targets.</li> <li>14. Ability to write reports letters, memos and briefs.</li> <li>15. Ability to communicate clearly and tactfully with members of the public, staff and external agencies.</li> <li>16. Ability to attend external meetings and visits to clients' properties possibly in a state of disrepair.</li> <li>17. Ability to maintain confidentiality.</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Dimensions & Main Contacts
<p><b>Key relationships/Functional links with:</b></p> <p>Court of Protection; Office of the Public Guardian; Department of Work and Pensions; the holder of the office of Court Appointed Deputy for Haringey Council; Treasury Solicitors Office; Resources Section; HM Revenue &amp; Customs; Estate Agents; Solicitors; Financial Institutions; Legal Department; Adult Protection; Police; Social Workers; Social Care Team Managers; Other Local Authorities; Brokerage Payments Team; Service Users and their representatives; Residential/Nursing Homes.</p> <p><b><u>Main Contacts:</u></b></p> <ol style="list-style-type: none"><li>1. Adult Services</li><li>2. Brokerage Team</li><li>3. Corporate Finance Team</li><li>4. Mosaic/SAP Team</li><li>5. Commissioning Team</li><li>6. Performance Team</li><li>7. Office of the Public Guardian</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
Will the post holder be responsible for contract / agency / project staff?				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	80%
Audio typing.	Yes		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	20%	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 day	Activity	Yes/No	% of working day
Regular and repetitive movements.	Yes	80%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	80%
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:
N/A
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:
<p>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.</p> <ul style="list-style-type: none"> <li>• Mosaic</li> <li>• SAP</li> <li>• PFA</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:
No