

Job Profile

Position Details	
Post	Brokerage Payments Officer
Service Area	Adults Social Care/Commissioning/Brokerage Payments
Reports to	Brokerage Payments Manager
Grade	S01
Job Family	

Role Purpose
<p>To support the Brokerage Payments Manager make timely Payments, maintaining financial controls whilst promoting acceptable standards of service.</p> <ol style="list-style-type: none"> 1. To ensure that activities are designed to progress Brokerage, reflect best practice and strive for continuous improvement of the service. 2. Work as a member of the Brokerage Payments Team taking responsibilities for complex transactions, projects and queries. 3. To assist the Brokerage Payments Manager to regularly monitor expenditure against budget in accordance with prescribed processes and timetables to help provide a robust challenge to managers where necessary. 4. Accurate processing of client and supplier related transactions using Councils IT systems (SAP and Mosaic). 5. Setting up and maintaining schedules and one-off payments. 6. Providing advice and support to workers and managers in relation to provider and customer financial queries and IT systems (SAP and Mosaic).

Main Responsibilities
<ol style="list-style-type: none"> 1. To work with local systems, processes and work plans/schedules to ensure work completion adheres to corporate financial timetables 2. To be responsible for processing client and provider related transactions e.g. cash, cheques using Councils IT systems (Mosaic and SAP) and in accordance with official council processes and procedures. 3. Ensure the accurate inputting of client and provider related financial information on Mosaic and ensuring that Mosaic is kept up to date with all financial administration. 4. Responsible for running regular IT systems (SAP Mosaic) – finance reports for monitoring purposes. 5. 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.

6. Ensure regular IT systems (SAP-Mosaic) reconciliation investigations as appropriate and carry out Bank Reconciliation as necessary.
7. Responsible for providing basic support to workers and managers in relation to Councils IT systems (SAP and Mosaic).
8. Raising invoices on Councils IT systems (SAP)
9. Assist with year- end closure e.g processing accruals journals.
10. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
11. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
12. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
13. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

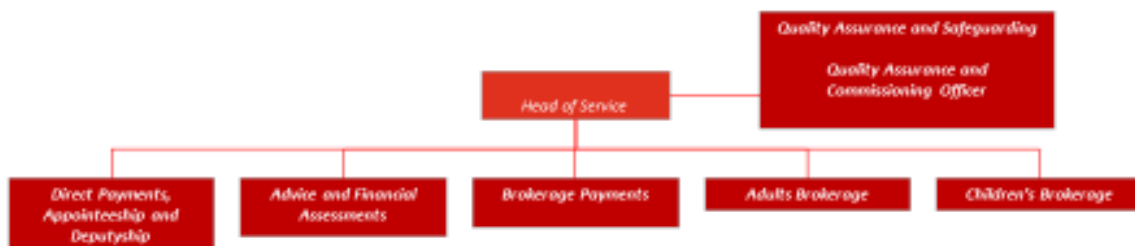
Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Ability to maintain effective and efficient financial digital and administration systems ensuring that office procedures are adhered to.	E
2. Ability to work under pressure and respond effectively to rapidly changing priorities and deadlines.	E
3. Ability to prioritise, be flexible and arrange workloads to set targets.	E
4. Ability to write letters, memos and brief reports.	
5. Ability to communicate clearly and tactfully with members of the public, staff and external agencies.	E
6. Ability to maintain confidentiality.	E
7. Ability to interrogate, interpret and add data on systems such as SAP and Mosaic (or experience of other finance and customer records database systems) at an advanced level.	E
8. Excellent Excel skills; including the ability to sort, filter and use simple formulae.	E
9. Ability to use computer packages such as the electronic mail system, databases and word processing packages.	E

10. Ability to maintain numerical information accurately, perform calculations and prepare unit costings.	E
11. Ability to process invoices and payments in accordance with official procedures and within set deadlines.	E
12. Knowledge of the core business of the service and of the relevant legislation concerning the children and families service.	E
13. Excellent Excel skills; including the ability to sort, filter and use more complex formulae.	E
14. Knowledge of the Children Act 1989 and subsequent legislation relevant to the role.	E
15. Knowledge of Care Standards Act and associated regulations.	E
16. Knowledge relating to the commissioning of placements and related services and monitoring these arrangements.	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Children and Young People Services (CYPS) 2. Adult Services 3. Corporate Finance Team 4. Mosaic/SAP Team 5. Commissioning Team 6. Performance Team 7. Regulatory organisations – Ofsted and CQC <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure



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
X				
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	10%	Crisis or conflict situations.	Yes	20%
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	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
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"> • Mosaic • SAP • Dynamic Purchasing System
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