



ASC Finance, Payments & Systems Officer

Salary: Band: 6, £26,073 - £29,777 p.a.

37 hours per week

What is the role?

This job role will appeal to people who enjoy a busy and varied work load where no two days are the same. You will work across three small teams.

The teams are Care Purchasing who are responsible for arranging packages of Care when directed using the Health & Portsmouth brokerage module for Hospital discharges, ASC older people, clients with a physical disability and Continuing health care clients.

The ASC Payment Team who are responsible in validating payment schedules and electronic invoices received from care providers via the ContrOCC Provider Portal. This will include liaising with Social Care staff and our care providers to investigate, explain and validate differences between the planned care and what was actually delivered and ensuring that they are finalised in a timely manner meeting our contractual obligations. This role will also require you to analyse activity and expenditure activity on a month by month basis.

The Direct Payments Team who are responsible for setting up and paying direct payment clients in a timely manner. You will also undertake auditing of client accounts to ensure effective use of Council funds and to undertake recovery of client funds as and when appropriate. You will also liaise with clients, Adult Social Care practitioners and other stakeholders to resolve direct payment issues.

Who is the person?

You need to:

1. Have a good standard of education - GCSE or equivalent in Maths/English.
2. Be curious (not accept everything at face value).
3. Have high levels of concentration and the ability to retain complex details and
4. a number of different processes to follow.
5. Have good interpersonal skills and confidence in dealing with and liaising with ASC and Health practitioners, external care providers and Health & Adult Social Care clients.
6. Be able to work autonomously, under pressure and to deadlines.
7. Be able to plan and prioritise your work and concentrate on the most important matters.
8. Be proactive and have a willingness to learn.
9. Have an excellent standard of literacy and numeracy.

10. Have good verbal and written communication skills and excellent interpersonal skills in order to be able to communicate effectively with Finance, Adult Social Care and Health staff at all levels and internal/external providers and Health & Adult Social care clients. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
11. A strong attention to detail as you will be required to produce accurate work, in order to maintain records and process transactions with the minimum of errors.
12. Be able to work effectively with other team members and work in the best interests of the team.
13. Be confident with the use of IT and be keen to use the latest technology, as you will be using the Adult Social Care, Care management system on a daily basis as well as Microsoft Office applications and web based systems.
14. The ability to be able to multi-task as there are occasions which this role needs to juggle commissioning more than one package/resolving problems/queries at a time.
15. Ability to analyse data and information. Identify issues and take appropriate action to resolve.
16. An understanding of Adult Social Care and their role.
17. Have knowledge of the process of raising purchase orders and supplier invoicing.
18. Have knowledge of the legal requirements for a direct payment user.

Additional information:

How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. Please also read the How to apply information on the website. This is important, or you are likely not to be shortlisted. **Please do not just submit a CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.



For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.