

Job description

Finance Officer – Client Finance and Asset Management Team

- Grade: SO2/PO1
- Reports to: Client Finance and Asset Management Team Manger
- Direct reports: 1
- Your team: Client Finance and Asset Management
- Service area: Finance and Resources
- Directorate: Community Wealth Building

Special requirements of the post

Workstyle: Hybrid working – Office based days to be agreed

- Colleagues whose role is delivering frontline services to residents, visitors, businesses and/or other colleagues while present in the borough and activities cannot be done remotely.

Special requirements of the post

This post requires a DBS check at the appropriate level (Basic)

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

To support the CFAM Team Manager in the efficient and effective provision of a comprehensive team function the provision of appointeeship from the DWP, Deputyship (from the Court of Protection) and Public Health Funerals as directed by the coroners office as well as associated property protection work in line with the Council's policies and procedures and all other aspects of the Finance Officer Role as described below.

Key responsibilities

Please list each key responsibility of the role (Maximum of 10-12 bullet points):

- To be responsible for supporting the Team Manager - Client Affairs, with the recruitment, induction, training supervision, appraisal, motivation and discipline of the Client Affairs team staff.“
- To be responsible for assisting with all aspects of the Deputyship function, acting on behalf of and protecting and promoting the financial interests of clients with all associated actions including safeguarding of assets and property.
- To be responsible for assisting with the development, maintenance and review of effective systems for performance monitoring and reporting on all aspects of the Client Affairs function, including for Deputyship, appointeeship and property protection.
- To be responsible for assisting with specific aspects of the appointeeship function, acting on behalf and protecting and promoting the financial interests of the clients, ensuring all statutory obligations are fulfilled, including preparation and submission of applications, maximising receipt of benefits, and maintaining and reconciling payments and accounts.
- To be responsible for assisting with specific aspects of property protection under section 48 of the 1948 National Assistance Act and organisation of funerals, ensuring appropriate contact with relatives, implementation of known funeral wishes and estate administration.
- To be responsible for the efficient and timely completion of specific tasks within the annual closing of accounts process, including the preparation and submission of applications and the on-going maintenance, reconciliation and review of the accounts for specific areas or responsibility.
- To be responsible for assisting with the preparation, analysis and provision of accurate financial and management information.
- To be responsible for supporting effective liaison with Government departments and statutory agencies, such as the Office of the Public Guardian, particularly in relation to annual reports, fees and queries in relation to Deputyship cases.
- To be responsible for acting on behalf of the Council on high level complex matters, ensuring the provision of expert advice and guidance to all levels of staff, and to promote awareness of good financial practice and control.
- To be responsible for the efficient preparation and production of timely and accurate routine

and ad-hoc management information, in relation to all aspects of the Client Affairs function.

- To be responsible for supporting effective liaison with other teams and to promote joint working arrangements and the sharing of information.
- To be responsible for assisting with the preparation and completion of complaint responses relating to the Client Affairs function.
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
PERFORMANCE SYSTEMS AND COMPLIANCE		
1	Understanding of accountancy principles and local government finance	Essential
2	Ability to provide clear, accessible technical advice to non-finance colleagues.	Essential
PROFESSIONAL ADVICE AND CASEWORK		
3	Ability to apply relevant legislation (Court of Protection, DWP, Mental Capacity Act, property protection). Clear understanding of the difference between appointeeship and deputyship roles	Desirable
4	Clear understanding of other Client Affairs functions, including Public Health Funerals, Property Protection and Pets referrals	Desirable
5	Ability to manage complex enquiries and work with legal representatives, including court-related matters.	Desirable
FINANCIAL MANAGEMENT, REPORTING, TECHNICAL SKILLS REQUIRED		

6	Ability to prioritize workload and meet deadlines.	Essential
7	High attention to detail and accuracy.	Essential
8	Ability to make sound decisions in fast-paced situations.	Desirable
9	Strong written and verbal communication skills, able to explain complex information simply.	Desirable
10	Strong skills in financial systems, MS Excel and related software	Essential
TEAM WORKING AND DEVELOPING EXTERNAL RELATIONSHIPS		
11	Ability to plan, supervise and monitor the work of staff Ability to develop positive and effective working relationships within a team	Desirable
12	Ability to establish, develop and maintain effective relationships within internal organisations and externally with partner organisations Ability to apply the principles of excellent customer focus	Desirable
COMMITMENT TO EQUAL OPPORTUNITIES		
13	Ability to adhere to the Council's Dignity for All policy	Essential
Linked Grade (PO1) Additional Requirements		
14	Experience providing financial advice and written reports to senior officers.	Desirable
15	Ability to represent the Senior Finance Officer and support major council projects.	Desirable

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.