


Job Description			 Nottinghamshire County Council
Title: Financial Responsibility Officer	Department: Children, Families Cultural Services	Post Ref Add Ref	
Job Purpose: To carry out financial assessments in relation to Kinship Carers, to give advice, guidance and advocacy to families in relation to financial responsibility and welfare rights.			
Key Responsibilities 1. To work to deliver the targets set down in the service and team business plan 2. To complete Initial Household Income Assessment with regard to Kinship Care and Welfare Rights/Tax Credits and Kinship Care payments. 3. To provide independent advice and guidance to families in relation to financial responsibility and welfare rights, and to advocate for clients where appropriate. 4. To provide a high-quality casework service from initial interview to representation and advocacy at appeal tribunals. 5. To undertake annual review assessments of Residence/ Special Guardianship Order payments when requested by CSC. 6. To maintain a detailed knowledge of current and proposed legislation on all Welfare Benefit and Tax Credits and relevant areas of law such as Residence Orders/Special Guardianship allowances 7. To keep timely and accurate records of work, including running records and the entry of data as specified 8. To communicate effectively with allocated lead professionals		Key Accountabilities 1. To deliver services within the Service's scheme of delegation for safeguarding children and local safeguarding children board policies. 2. To ensure that personal practice is in line with service guidance 3. To operate within the framework of any professional registration. 4. To actively contribute to the professional development of yourself and others 5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support 6. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder's field of work 7. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate 8. To produce short, formal reports to explain the outcomes assessments and interventions when required	

9. To attend team meetings and whole Service events.	
10. To develop and deliver staff briefings in regard to Welfare Rights, Tax Credits and Kinship Care.	

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. To hold 5 GCSEs at level A*-C (including English) or equivalent and proven ability within a previous work setting 2. Full driving licence (unless registered disabled) 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 3. A high level of personal drive and commitment to excellent customer care. 4. Strong interpersonal skills with a range of people including parents and carers, colleagues and other professionals and managers. 5. Ability to make decisions and solve problems to meet operational targets. 6. Ability to produce financial reports for use in court 7. Ability to meet agreed objectives and delivery targets by the effective use of resources. 8. Information technology skills including use of databases and word processing. 9. Undertake any necessary administrative duties. 10. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards. 11. Takes an active role in managing risk, health and safety and safeguarding issues
<p><i>Experience</i></p> <ol style="list-style-type: none"> 12. A minimum of two years experience of working in the field of welfare rights 13. Experience of acting in an advocacy role in relation to welfare rights 14. Experience of managing challenging situations 15. An up to date demonstrable knowledge of benefits and tax credits system 	

Role Dimensions

16. Managing an allocated workload on a day-to-day basis and delivering services in line with practice guidance
17. Handling of petty cash to the value of £30.
18. To work unsocial hours, including evenings and weekends, in line with service needs
19. Line Management by a Team Manager or Senior Professional Practitioner. Day-to-day direction and practice coaching will come from a Unit Leader.