

Job Description

Job title	Finance Business Support Officer – Kinship Allowance Pilot
Directorate	PEOPLE : Children and Adults
Division	Provider Services
Range	Range 3
Reports to	Service Manager - Fostering

Main purpose of the job:

To provide financial and administrative support to the Kinship Allowance Pilot, ensuring accurate processing, monitoring and reporting of allowance payments and pilot expenditure.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

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Accountabilities and outcomes:

- Process kinship allowance payments and related financial transactions accurately and in a timely manner
- Maintain records of allowances awarded, payments made and spend against funding allocations
- Support budget monitoring, reconciliation and forecasting activity for the pilot
- Assist in preparing financial information for management reports, audits and external returns
- Liaise with operational staff, managers and Finance colleagues to resolve payment or data queries
- Ensure compliance with council financial regulations, procedures and funding conditions
- Support development and maintenance of effective financial tracking tools and processes

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Organisation:

This role reports to the Service Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- A minimum of 5 GCSE's including English and Maths (grades 4-9) or equivalent
 - Working towards Level 3 in Business Administration or equivalent.
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Knowledge

- Knowledge of kinship care, fostering, or financial support mechanisms within children's services (desirable)
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Experience

- Experience of financial or administrative support work
 - Experience of supporting allowance, grant or benefits 'related payments (desirable)
 - Experience of working within children's services or social care (desirable)
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Skills

- Good IT skills, including spreadsheets and financial systems
- Ability to accurately monitor, record and reconcile financial data
- Strong attention to detail and organisational skills
- Ability to work collaboratively with colleagues across services