



ROLE ADVERT

ROLE TITLE: Income Assessor
POST ID: SRS103
GRADE: BAND E SCP 21 – SCP 25 (£20,541 to £23,111)
HOURS: 37 per Week
LOCATION: Innovation House Magor (pending relocation to Usk)

WELSH LANGUAGE SKILLS ASSESSMENT:

Welsh Language skills are not required

PURPOSE OF POST:

To assist in the day to day operation and management of directorate's charging policy. Responsible for financially assessing clients for their charge for means tested services in line with the Social Services and Well Being Act (2014) and assisting colleagues such as social workers to adhere to the charging policy legislation.

**Should you require any further information regarding this post, please contact:
John Woods Community Care Accountant or Tyrone Stokes SCH Finance Manager
Tel: 01633 644916/644589**

Closing Date: 12 noon on 25th January 2019

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Not subject to DBS

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



ROLE PROFILE

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RESPONSIBLE TO: John Woods Community Care Accountant

Social Care, Safeguarding and Health Finance Team

Our Purpose:-

Our team is a devolved function to specifically support the requirements of Social Care, Safeguarding and Health. The team has a wide portfolio ranging from accountancy and finance to debt recovery and protection of client finances.

The accountancy function has a direct link to the corporate accountancy responsibilities and as such has an overall responsibility to meet those outcomes.

The Purpose of this Role:-

To assist in the day to day operation and management of directorate's charging policy. Responsible for financially assessing clients for their charge for means tested services in line with the Social Services and Well Being Act (2014) and assisting colleagues such as social workers to adhere to the charging policy legislation.

Expectation and Outcomes of this Role:-

- Carry out a financial assessment for all individuals who have been assessed as having a social care need.
- Inform all clients (residential and non-residential), of their assessed charge.
- When necessary refer to appeal process where disagreements arise.
- Using and updating the Authority's Social Care system which is currently FLO.

- To accurately maintain and update spreadsheet records for all clients who have been financially assessed irrespective of whether they are able to contribute towards their care or not.
- Provide assistance when required in raising sales invoices for non-residential services, via MICAS Accounts Receivable, on a four weekly basis.
- Post BACS payments for the four weekly invoice runs.
- Generate reports relating to amended, cancelled and unpaid BACS payments.
- Posting banking income and unallocated income when necessary.
- Provide the information required to ensure appropriate adjustment to client's accounts are made, within the Authority's accounting ledger, following customer queries.
- Assist in the development and day to day operation of systems with regard to charging and income collection.
- Liaise with Social workers, Home Carers and Day Centre staff regarding charging and their obligations relative to payments.
- Liaise with the Financial Inclusion Officers and the Home Care Manager to highlight any difficulties or concerns that might arise.
- Respond to queries and enquiries by telephone, at meetings, on a one to one basis and where necessary, to visit a client's home.
- Identify benefit shortfalls and communicate this information to the Financial Inclusion Officers.
- To audit day care attendance income.
- Undertake training in benefits, welfare allowances and Social Care and Wellbeing Act and to keep up to date with changes in these areas.
- Deputise for members of the Income Assessment Team where necessary.
- The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

Your responsibilities are to:-

- Carry out your duties within competence framework set by the Finance Manager/Community Care Accountant,
- Attend any courses as required and directed by the Finance Manager/Community Care Accountant.
- Adhere to the values of the Finance team as laid down by the Finance Manager/Community Care Accountant.
- Adhere to and promote the values of the Council.

Here's what we can provide you with:-

- Exciting opportunity to work in a diverse Finance team,
- Work in a dynamic and ever changing Local Authority.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- A minimum of 5 GCSE's or equivalent,
- Gained experience of working within a financial environment,
- Worked with financial data and have an 'eye' for accuracy and spotting errors,
- Proven experience in using computer packages such as Microsoft word, excel, access,
- Knowledge of the welfare benefits system,
- Able to communicate with a variety of people including service users, senior officers and social workers orally and in writing,
- Be able to organise their workload in order to meet a range of demands within a limited time available,
- Ability to work alone or as part of a team,
- Demonstrate initiative and ability to develop working practices,
- Must be numerate and able to interpret financial information,
- Must be able to maintain client confidentiality at all times,
- Possess a full driving licence and have access to a car.

**Should you require any further information regarding this post, please contact:
John Woods Community Care Accountant or Tyrone Stokes SCH Finance Manager
Tel: 01633 644916/644589**

Closing Date: 12 Noon on 25th January 2019



PROFFIL Y RÔL

TEITL Y RÔL: Asesydd Incwm

RHIF ADNABOD Y SWYDD: SRS103

GRADD: BAND E SCP 21 – SCP 25 (£20,541 i £23,111)

ORIAU: 37 awr yr wythnos

ASESIAD O SGILIAU YN Y GYMRAEG:

Nid oes angen sgiliau iaith Gymraeg

LLEOLIAD: Tŷ Arloesi Magwyr (sydd i'w hail-leoli i Frynbuga).

YN ATEBOL I: John Woods Cyfrifydd, Gofal yn y Gymuned

Tîm Cyllid Gofal Cymdeithasol ac Iechyd

Ein Pwrpas:-

Mae ein tîm yn swyddogaeth ddatganoledig sydd yno'n benodol i gynorthwyo anghenion Gofal Cymdeithasol ac Iechyd. Mae'r tîm yn meddu ar bortffolio eang sydd yn amrywio o gyfrifyddiaeth a chyllid i adennill dyled a diogelu cyllideb cleientiaid.

Mae'r swyddogaeth gyfrifyddiaeth yn meddu ar gyswllt uniongyrchol i'r cyfrifoldebau cyfrifeg corfforaethol ac o ganlyniad yn meddu ar gyfrifoldeb cyffredinol i helpu sicrhau'r canlyniadau yma.

Pwrpas y Rôl hon:-

Cynorthwyo yn y broses o ddarparu a rheoli polisi codi tâl Gwasanaethau Cymdeithasol Sir Fynwy. Yn gyfrifol am asesu cleientiaid er mwyn cadarnhau faint y dylent dalu ar gyfer gwasanaethau prawf modd yn unol gyda Deddf Gwasanaethau Cymdeithasol a Llesiant (2014) a chynorthwyo cydweithwyr megis gweithwyr cymdeithasol i gydymffurfio gyda'r ddeddfwriaeth polisi codi tâl

Disgwyliadau a Chanlyniadau'r Rôl hon:-

- Cynnal asesiad cyllidol ar gyfer yr unigolion sydd wedi derbyn asesiad bod angen gofal cymdeithasol arnynt.
- Rhoi gwybod i gleientiaid, fel sydd angen, am y tâl y bydd angen iddynt dalu.
- Atgyfeirio at y broses apêl pan fydd yna anghytundeb.

- Defnyddio a diweddarau system Gofal Cymdeithasol yr Awdurdod, sef FLO ar hyn o bryd.
- Cynnal a diweddarau cofnodion taenlenni mewn modd cywrain, a hynny ar gyfer yr holl gleientiaid sydd wedi eu hasesu'n gyllidol, p'un ai os ydynt yn medru cyfrannu at eu gofal ai peidio.
- Darparu cymorth pan fydd angen er mwyn codi anfonebau gwerthiant ar gyfer gwasanaethau amhreswyl drwy gyfrwng MICAS Accounts Receivable, bob pedair wythnos.
- Prosesu taliadau BACS ar gyfer anfonebu bob pedair wythnos.
- Llunio adroddiadau sydd yn ymwneud gyda thaliadau BACS sydd wedi eu diwygio, canslo a heb eu talu.
- Postio incwm bancio ac incwm heb ei ddyrannu pan fydd angen.
- Darparu'r wybodaeth sydd angen er mwyn sicrhau bod yr addasiadau priodol i gyfrifol cleientiaid yn cael eu gwneud, o fewn llyfr prynu cyfrifeg yr Awdurdod, yn dilyn ymholiadau gan gwsmeriaid.
- Cynorthwyo i ddatblygu a defnyddio'r systemau o ddydd i ddydd gan roi ystyriaeth i godi tâl a chasglu incwm.
- Gweithio gyda Gweithwyr Cymdeithasol, Gofalwyr Cartref a staff y Ganolfan Ddydd sydd yn ymwneud a'r tâl a godir a'r goblygiadau sydd yn ymwneud gyda thaliadau.
- Gweithio gyda'r Swyddogion Cynhwysiant Cyllidol a'r Rheolwr Gofal Cartref er mwyn amlygu unrhyw drafferthion neu bryderon sydd yn dod i law.
- Ymateb i ymholiadau a chwestiynau dros y ffôn, mewn cyfarfodydd, ar sail un i un a lle bo'n briodol, yn ymweld â chartref y cleient.
- Nodi unrhyw ddiffygion mewn budd-daliadau a chyfathrebu'r wybodaeth hon i'r Swyddogion Cynhwysiant Cyllidol.
- Archwilio incwm mynychu'r gofal dydd.
- Cymryd rhan mewn hyfforddiant am fudd-daliadau, lwfans lles a'r Ddeddf Gofal Cymdeithasol a Llesiant a sicrhau eich bod yn ymwybodol o'r newidiadau yn y meysydd yma.
- Dirprwyo ar gyfer aelodau o'r Tîm Asesu Incwm lle bo'n briodol.
- Pwrpas y swydd-ddisgrifiad yma yw dynodi'r lefel gyffredinol o gyfrifoldebau'r swydd. Bydd dyletswyddau o bosib yn amrywio o dro i dro heb newid cymeriad neu lefel y cyfrifoldebau.

Bydd eich cyfrifoldebau yn cynnwys:-

- Ymgymryd â'ch dyletswyddau o fewn y fframwaith cymhwysedd sydd wedi ei osod gan y Rheolwr Cyllid/Cyfrifydd Gofal Cymunedol.
- Mynychu unrhyw gyrsiau fel sydd angen ac wedi ei gyfarwyddo gan y Rheolwr Cyllid/Cyfrifydd Gofal Cymunedol.
- Cydymffurfio gyda gwerthoedd y Tîm Cyllid fel sydd wedi eu hamlinellu gan y Rheolwr Cyllid/Cyfrifydd Gofal Cymunedol.
- Cydymffurfio a hyrwyddo gwerthoedd y Cyngor.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Cyfle cyffrous i weithio o fewn tîm Cyllid amrywiol
- Gweithio mewn Awdurdod Lleol deinamig ac sydd yn newid drwy'r amser

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos:-

- Isafswm o 5 TGAU neu gymhwyster cyfatebol.
- Yn meddu ar brofiad o weithio o fewn amgylchedd cyllidol.
- Wedi gweithio gyda data cyllidol ac yn meddu ar lygad craff o ran cywreinrwydd a nodi unrhyw gamgymeriadau.
- Profiad o fedru defnyddio pecynnau cyfrifiadurol megis Microsoft Word, Excel, Access.
- Dealltwriaeth o'r system budd-daliadau.
- Yn medru cyfathrebu ag amryw o bobl gan gynnwys defnyddwyr gwasanaeth, uwch swyddogion a gweithwyr cymdeithasol – ar lafar ac yn ysgrifenedig.
- Yn medru trefnu eich llwyth gwaith er mwyn cwrdd ag amryw o ofynion o fewn yr amser cyfyngedig sydd ar gael.
- Yn medru gweithio ar ben eich hun neu fel rhan o dîm.
- Yn medru bwrw ati a'r amser i ddatblygu practis gweithio.
- Yn meddu ar sgiliau rhifedd a'n medru dehongli gwybodaeth gyllidol.
- Yn gorfod parchu a diogelu cyfrinachedd y cleient bob un tro.
- Yn meddu ar drwydded yrru lawn ac yn meddu ar gar.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: John Woods Cyfrifydd Gofal Cymunedol ar gyfer Rheolwr Cyllid Gofal Cymdeithasol ac Iechyd, Tyrone Stokes Ffôn: 01633 644916/644589

Dyddiad Cau: 12pm ar 25^{eg} Rhagfyr 2019