# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Financial Assessment Assessor

# Department: Adult Social Care and Health

# Grade: [Single Status 8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Financial Services- Team Leader

# Responsible for:

# Purpose of the Role:

To process financial assessments ensuring documentation complies with appropriate financial regulations and policies. Provide an advisory and guidance service in relation to the charges for users of residential and non – residential services.

# Key tasks:

1. Provide information to clients, Carers, Advocates and or Representatives on the Care and Support (Charging and Assessment of Resources) Regulations 2014 or other relevant policy and procedure regarding the provision of homecare, residential care and nursing care ensuring compliance with the Councils financial regulations and procedures.
2. To analyse, calculate and process financial assessments in accordance with appropriate legislation and financial policies, ensuring compliance with the Councils financial regulations and procedures.
3. Provide written benefit advice to clients, Carers, Advocates and or Representatives.
4. To verify existing and prospective clients financial statements undertaking investigation where deprivation or abuse is suspected and escalating to line manager where appropriate.
5. To obtain information in order to calculate and advise clients and/or their nominated representative of their assessed financial contribution level for homecare, residential care and nursing care providing a validation service when required.
6. Act as the key customer contact for designated service area(s) and develop good working relationships with internal and external customers.
7. Obtain clarification on points of law from relevant departments, agencies or personnel in order to secure a decision regarding service users’ financial affairs or potential contribution level.
8. Report any identified client Adult Protection issues to the appropriate person in accordance with Council policy and procedure.
9. Ensure that records and systems, including computer systems are accurately maintained.
10. Carry out administrative and financial administrative tasks as directed by the Supervisor/Manager.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF Level 2 or equivalent in Maths and English or ability to pass assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Literacy & numeracy skills.
* Ability to use own initiative in understanding tasks.
* Ability to analyse financial information.
* Ability to interpret financial policies for practical application.
* Ability to converse at ease with customer and provide advice in accurate spoken English.
* Experience of using Microsoft Office, particularly Outlook, Excel & Word.
* Experience of using Database packages.
* Knowledge of Financial/accounting procedures.
* Experience of working in a job where accurate figure work is required.
* Dealing with customers with a variety of abilities.
* Effective communication both written and oral.
* Ability to manage complex and dynamic deadlines.
* Ability to work flexibly as part of a team.
* Diplomatic, innovative and self-motivated.
* Ability to work constructively with colleagues, both internal and external and as part of a team.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Understanding of Adult Social Care duties
* Current and proposed charging for care policy
* Welfare Benefits
* Financial assessment software tool
* Working knowledge of Data Protection

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |