



## **Administration Assistant**

**Salary: Band: 5:** £26,473 - £28,239 p.a.

37 hours per week. Monday - Friday.

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment.

Portsmouth is a vibrant university city, with a rich maritime history on the South coast enjoying excellent transport links to the rest of the country.

At Portsmouth City Council we're all about developing our staff, because we want to build a bigger and better city, but we need the best employees to do so.

This unitary authority's main goal is to ensure the best care and development of all those within the city. From customer service to multi-million-pound projects, our residents are at the heart of everything we do.

## **The Service**

Harry Sotnick House is in Fratton area of Portsmouth and is a purpose built 46 bed dementia nursing home, which opened in 2010. The accommodation is spread over 2 floors with the ground floor for nursing and the 1<sup>st</sup> floor a discharge to assess unit currently NHS operated. The ground floor has 2 units of 23 rooms per unit. All bedrooms have a private ensuite with a shower.

We currently have around 100 staff working throughout the home.

## **What is the purpose of Adult Social care from a service user perspective?**

Help me, when I need it, to live the life I want to live.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect who you are as a person and how you work, then this could be the role that meets your expectations.

## **What is the role?**

To assist the Manager and Deputy Manager in ensuring that the Administrative Policies and Procedures are effectively organised and followed by staff. Your duties will include:

- maintaining weekly electronic returns including bed vacancies.
- responsibility for banking monies regularly in accordance with Portsmouth City Council procedures.
- maintaining accurate accounting and budgetary control systems and produce reports for managers.
- responsibility for income and payments of personal allowances and petty cash returns.
- preparing reconciled accounts for managers e.g. Amenity.
- assisting with collation, maintain and develop filing systems.

- assisting in ordering and stock control of equipment and maintain the homes stationary.
- taking and making telephone calls.
- Be responsible for maintaining effective administrative systems.
- ensuring security of monies, confidential files and information, controlled stationary and personal belongings entrusted for safe keeping.
- maintaining an up-to-date inventory of equipment in accordance with Portsmouth City Council guidelines.
- preparation of routine correspondence, forms, minutes etc using IT systems.
- training staff in the use of IT systems (Oracle, Microsoft Office etc).
- observing your statutory duty to all Health & Safety rules and to take reasonable care to promote the health and safety of yourself and others.
- acting in a way that supports and promotes Portsmouth City Councils Equal Opportunities Policy, which aims to ensure everyone has equal treatment and equal access to employment and services.
- contributing to Best Value by working in an effective way, and to suggest and implement improved ways of working wherever possible.

### **Who is the person?**

You need to have:

1. Level 2/3 administration qualification would be advantageous but not essential.
2. Previous experience of direct contact with members of the public and the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
3. IT Skills to use Microsoft Office is essential and knowledge of using NGFS and Fusion would be an advantage.
4. Previous experience of a financial environment including the payment of invoices, petty cash claims and monitoring budgets/reconciliation.
5. Previous experience of ordering equipment and maintaining stock control.
6. Knowledge and understanding of the needs of older people with dementia and their carers.
7. Knowledge and understanding of confidential working and equal opportunity's issues and promote such practice and be able to demonstrate this.
8. Knowledge of Social Services Policies and CQC legislation.
9. Knowledge of budgetary control.
10. The ability to communicate and liaise effectively both orally and in writing.
11. The ability to organise own work and prioritise within deadlines.
12. The ability to work within a team or on you own.
13. The ability to initiate improvements in administrative practices.
14. Excellent numeracy skills to process financial transactions.
15. The ability to relate previous experience to present task/situation.
16. The ability to input data accurately.
17. Promote and maintain a healthy and safe working environment.
18. Evaluate and develop own practice and be willing undertake necessary training.
19. Any other duties at the discretion of the unit manager



### **Additional information:**

**How to apply:** Please read the job profile and remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the profile. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process, and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants, and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.