



Clerical Assistant - SensePlus Portsmouth

Salary: Band 5 - £21,464.59 - £22,896.49 per annum (FTE £26,473 - £28,239 per annum)

Hours per week: 30-hours per week to be worked over 4 days

Location: SensePlus Portsmouth

Contract type: Permanent

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. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Basic level which will be required prior to any offer of employment, and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

SensePlus Portsmouth provides support and development opportunities for adults with profound and multiple learning disabilities. There are two units within SensePlus Portsmouth which are currently open Monday to Friday.

This post involves working independently but is within a fast based and busy unit. The post holder must be friendly, warm and empathic, as well as being a team player.

SensePlus Portsmouth is committed to supporting staff to develop skills and knowledge through relevant training, regular supervisions and Personal Development Reviews (PDRs).

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 is important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work, then this could be the role that meets your expectations of social work.

What is the role?

- To provide administrative support to SensePlus Portsmouth with some responsibility for finance.
- To provide clerical and administrative support to Unit Manager, the management team, staff and people who attend SensePlus Portsmouth.
- To implement administrative systems, re-organising and improving in-house procedures when necessary.

- To process all financial information relating to the Day Service using Fusion and manual systems.
- Raise purchase orders via Fusion.
- To provide a comprehensive clerical support service to staff.
 - Word processing of correspondence, reports, and confidential documents as required.
 - Composing letters, memos as required.
 - Photocopying, post and filing.
- Improving and streamlining administrative systems when necessary.
- Updating Client Database (attendance/service user details/review dates and informing assistant managers).
- Maintaining and monitoring of stock and raising orders for stationery/care supplies.
- To maintain Unit Inventory on SharePoint.
- Financial Tasks.
- Administration of the cash float.
- Issuing cash to staff across the service if necessary, advising staff on security procedures when cash handling, checking petty cash balance regularly.
- Preparation of cash claim and completing reconciliation of amenities account
- Checking and payment of all invoices – utilities, cleaning.
- Using Fusion system to raise orders, initiating orders when required, including annual based orders, printing orders when authorised.
- Purchase Cards - completion of the Barclay Spend Management system for staff, liaising with Purchasing Cards Team, paying invoices. Monitoring expenditure by staff alerting line managers of any anomalies.
- Preparation and retention of financial records for audit purposes.
- Complete year end procedures – running reports as required, scheduled creditors etc. Ensuring financial tasks adhere to all PCC's financial procedures.
- Employees have a statutory duty to observe all Health & Safety rules and to take all reasonable care to promote the health & safety at work of themselves and others.
- Any other duties that may fall within the job scope.

Who is the person?

You need to:

1. Have a positive attitude.
2. Be approachable and creative.
3. Have a willingness to work as part of a team.
4. Have strong literacy and numeracy skills with the ability to proofread PCC authorised documentation.
5. Have strong existing IT skills, with the desire to learn new IT skills on a regular basis and have the enthusiasm to help implement new IT systems to ensure greater business efficiencies.
6. Have considerable experience using Excel, Word and Outlook, Publisher, SharePoint and the desire to further improve your skills with these and other applications.
7. Have experience of taking business phone calls and recording messages.

8. Preferably, you will have the experience of using bespoke databases and understand the implications of recording inaccurate data.
9. Be a fast and accurate typing speed
10. Have an appreciation of data protection and information governance; and the ability to handle sensitive and confidential data in an objective and discreet manner.
11. Have flexibility, including a willingness to work at both units as required.
12. Have the ability to self-prioritise and to work with minimal supervision.
13. Have a familiarity with the principles of efficient electronic filing.
14. Have the ability to identify and suggest processes to improve situations that may arise in the working environment.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).