



Finance Assistant - Home Finding

Salary: Band 5, **£20,798 to £22,186** per annum (£25,652 to £27,363 FTE)

Contract: **Permanent**

Hours: **Part time** (30 hours per week, Monday, Wednesday, Thursday and Friday, with Tuesday as non-working day)

Reports to: **Team Leader Home Finding**

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

Children's Social Care provides social work interventions to children in need (including children with disabilities and those subject to protection plans) and children cared for and care experienced young people. It is the responsibility of Children's Social Care to offer a range of options for children who need placements outside their families, including fostering and residential care alongside adoption, special guardianship and kinship arrangements.

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 our Guiding Principles alongside our values for children's social care and if they reflect how you are and how you work then this could be the role that meets your expectations of social work. Portsmouth have recently received their "Good" Ofsted rating which reflects the excellent work we do with children and families in the city.

Home Finding sits within the wider fostering service. The aim of the service is to provide warm, kind, and safe care where children feel loved and can flourish. We provide placement choice so we can identify suitable carers and homes to match with a child/ren and we ensure their experiences and needs are understood and accepted. We aim to have carers near to the child's home, family, friends and school, where it is safe to do so. We identify carers within the child's family and friends' networks wherever possible. We ensure brothers and sisters are placed together wherever possible.

Where they do live apart, they will be placed with carers who support their ongoing relationship. We ensure we understand a child's identity and meet their needs. We listen

to children, co-produce plans with them and involve children in decisions about them and their lives. We ensure we prepare children for independence and have successful transitions into adulthood, supporting children in a way that meets their individual needs. We ensure all staff and carers supporting children who have experienced trauma are provided with training and learning opportunities to ensure a comprehensive understanding with the trauma informed model of care that underpins our care and interventions.

The Role

The Finance Assistant works within the fostering service and is based at Civic Offices. This is a busy challenging role, perfect for someone who enjoys working as part of a team and wants to do a worthwhile job. You will provide high quality administrative and finance support to the Home Finding Team who work together to identify homes for children who are unable to live within their families. You will also administer The Share Foundation which is a government funded initiative managing Junior ISAs and Trust Funds for children we care for.

Main duties and responsibilities

The role will principally involve using the council's computerised MOSAIC system to carry out the following tasks:

- Paying invoices.
- Raising invoices.
- Processing internal transfers.

Other duties will include:

- Financial reconciliations.
- Data entry, include information related to The Share Foundation.
- Answering the telephone internally and to external providers.
- Resolving customer queries.
- Photocopying and general administration.
- Monitoring shared inboxes.
- Interfacing with the wider children's services and finance department.
- Dealing with all correspondence, which includes highly confidential information.
- Carrying out all necessary word processing, spreadsheets, database and presentation duties.
- Supporting Service Leader and Team Leaders with management reports, stats, diary management and typing.

- Support other areas within the department as required, in order to ensure Business Continuity.

Who is the Person?

You will need to:

- Have a minimum of 5 GCSEs grade 4 and above (or equivalent Level 2 qualifications), including Maths and English.
- Have experience of working in an administrative role.
- Have a basic knowledge of Safeguarding.
- Manage confidential and sensitive information, demonstrating integrity and care in doing your work.
- Be people-focused, with excellent telephone and face-to-face communication skills to be able to deal with a wide range of callers such as other agencies, professionals and foster carers.
- Be customer-focused (internal and external) and be able to demonstrate consistently high standards of customer care and customer service.
- Be able to respond appropriately to enquiries from foster carers who may be anxious or emotional due to issues concerning the safeguarding and wellbeing of children.
- Be able to demonstrate personal resilience and professionalism when exposed to explicit and emotionally-challenging information.
- Be a good listener, as you will need to get the right information from a caller to put them in touch with the right people in the office.
- Have good attention to detail and accuracy including numerical data.
- Have strong organisational skills.
- Have good working knowledge of Microsoft Office, Teams and confidence using IT systems (Outlook/Word/Excel/Databases) to undertake the admin tasks of the role.
- Be able to maintain a positive, respectful, inclusive and professional attitude when dealing with sometimes challenging and emotionally-sensitive information.
- Have a good understanding of client confidentiality, Information Governance and Data Protection.
- Have good literacy and numeracy skills.
- Be able to work flexibly and collaboratively to meet the requirements of the team and wider service.

Ideally you will also:

- Have experience of working within Children's and/or Young People's Services.



- Have experience of working in a finance environment.

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

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.