

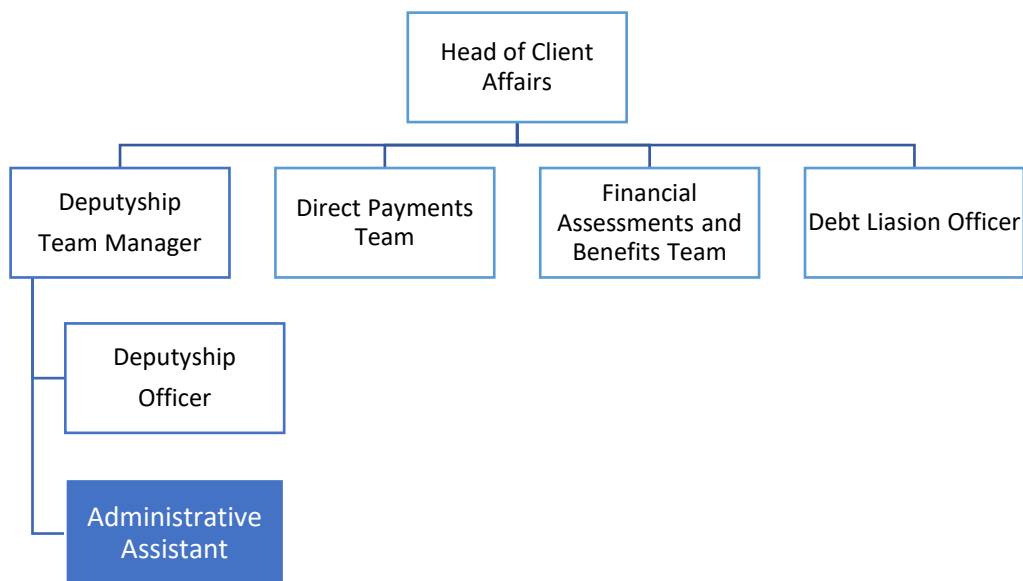
## Job description

<b>Job title:</b>	Administrative Assistant (part-time 18.5 hours per week)		
<b>Directorate:</b>	People	<b>Salary:</b>	£13,359 - £15,134 p.a. Inclusive of £364 LWA for 18.5 hrs per week (FTE £26,718 - £30,269 p.a. Inclusive of £729 LWA)
<b>Section:</b>	Client Affairs	<b>Grade:</b>	BG-I SCP 6-14
<b>Location:</b>	Time Square	<b>Work style:</b>	Hybrid

### Key objectives of the role

- 1) Provide day to day operational support to Bracknell's Deputyship Team
- 2) Manage and maintain our systems and database containing client information
- 3) Support Deputyship Officers in managing the financial and personal affairs of Bracknell residents
- 4) Assisting in relevant service delivery, including generating Court of Protection applications, correspondence with the Department for Work and Pensions, or liaising with other Bracknell Forest departments and/or external stakeholders

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- Support with daily correspondence via managing a team mailbox, and physical mail including financial and legal documentation
- Maintaining and updating our digital database, ensuring confidentiality is upheld for residents and their personal or financial information
- Supporting Deputyship Officers with their work including assisting with applications to the Court of Protection, correspondence with the Department for Work and Pensions or other communication with internal and external stakeholders
- Supporting the team with:
  - weekly and monthly bank reconciliations
  - balancing personal budgets or expenditure
  - general accounting queries
  - receiving invoices and processing payments

## Scope of role

- There are no direct budgetary responsibilities for this role, however the Administrative Assistant will be directly supporting the Deputyship Team in their duty to support the most financially vulnerable residents. Therefore, a keen sense of financial responsibility and duty to safeguard residents and their assets is desired.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## Person specification

Key criteria	Essential	Desirable
<b>Skills and qualifications</b>	GCSE or equivalent in Maths and English  Proficient in Microsoft Office, particularly Outlook and Excel  Proficient numeracy skills	ECDL  Related Office Administration qualifications or experience  Knowledge or experience of accounting or banking reconciliations
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding vulnerable adults and promoting their welfare.  Ability to communicate clearly and concisely to individuals who may have a range of disabilities	Related Care Act or Mental Capacity Act knowledge or qualifications  Knowledge or experience of the Court of Protection, Office of the Public Guardian and/or Department for Work and Pensions (Deputyship and Appointee related)
<b>Work-related Personal Requirements</b>	A strong dedication and commitment to upholding the rights of individuals, particularly those that are unable to advocate for themselves.	Knowledge or experience of the Deprivation of Liberties, European Human Rights Convention and/or Advocacy.
<b>Other work requirements</b>	A satisfactory enhanced Disclosure and Barring Service check.  The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.  This post is exempt from the Rehabilitation of Offenders Act 1974	
<b>Role models and demonstrates the Council's values and behaviours</b>	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.  We make our values real by demonstrating them in how we behave every day.	

**All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**

