

SPECTRUM Job Description



Post Title: Payroll and Managed Budgets Support Worker

Responsible to: Independent Living Team Manager

Job Purpose

- To provide Payroll and Managed Budgets support to users of Direct Payments / Personal Budgets, enabling users to employ and pay their own Personal Assistants and, where required, secure and pay for any services they require to meet needs identified in their support plans, and to help them have increased choice and control
- To ensure that service users employing their own Personal Assistants meet all HMRC, PAYE, Pension, DBS & basic employment obligations, and that their workers payments are processed in an accurate and timely way
- To support Team Leader and Senior Management Team with developing and promoting SPECTRUM's Payroll and Managed Budgets services to achieve planned growth targets

Key Responsibilities

1. Running a payroll service, including: liaising with customers; calculating PA pay; running payroll software; processing payments to PA's, HMRC, Pension providers; Invoicing customers (including service user contributions where appropriate); credit control; reconciliation of Payroll bank account; and, providing financial summaries to the service user and service commissioner at agreed intervals
2. Running a Managed Budget Service, including: taking responsibility for managing all financial aspects of service user's Personal Budgets; liaising with customers; ensure correct services procured and payments made to service providers as agreed; invoicing Service commissioners (and service users if

contributions are due); credit control; and, reconciliation of Managed Budget Bank account

3. Completing a Managed Budget Support Agreement with service users incorporating the agreed Support Plan; providing support with recruitment and management of PAs (including DBS checks etc); ensuring that agreed services are provided and paid for, that service providers are accountable to service users and, where required, dealing with any service quality issues that might arise
4. Assisting with development of the Payroll and Managed Budgets Services to achieve growth targets, including promotion, encouraging new contracts with customers and commissioners, and sales meetings and negotiations as required
5. Undertake occasional set-up and - where required - follow-up meetings with service users, either at their own homes or at other community locations as required (with assistance if necessary)
6. Work collaboratively within a team of Support Workers to ensure an effective consistent and complete support service is provided
7. Record statistical information of work done to enable monitoring, evaluation and reports to be produced on service effectiveness
8. To be aware of the support and services offered by other organisations, and signpost when appropriate or when requested
9. Working with key partner organisations as appropriate, including attendance at Contract Monitoring and sales meetings with service commissioners

Other

10. To work under the direction and support of your Line Manager at all times, with a positive approach to supervision; to seek advice and guidance as required and work constructively and flexibly within your team and SPECTRUM
11. To ensure you are trained and aware of your roles and responsibilities with respect to child protection and adult safeguarding policy & practice and SPECTRUM reporting requirements
12. To attend and participate in SPECTRUM staff meetings, and other meetings, supervision, appraisal and training as appropriate or requested

13. Undertake any other relevant task as requested by your Line Manager, that is within your workload capacity and in the best interests of SPECTRUM
14. Ensure you develop and maintain skills, contacts and competencies to enable you to deliver your role to a high standard
15. Ensure that your role contributes to SPECTRUM's overall sustainability and Business Plan
16. Work within SPECTRUM's policies and procedures at all times
17. Ensure that all duties are guided by SPECTRUM's values, Independent Living philosophy and the Social Model of Disability

Person Specification: Payroll and Managed Budgets Support Worker:

Essential

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| a) Experience of working with computerised Payroll / Accounting systems |
| b) Experience of supervising/managing staff for payroll purposes |
| c) Previous experience within a Payroll department |
| d) Experience of processing payroll for a significant number of employees |
| e) Experience in analysing and manipulating numerical data in an electronic format |
| f) Experience of doing one's own personal financial budgeting; and taking responsibility for managing financial aspects of a service user's Personal Budgets; ensure correct services procured and payments made to service providers as agreed |
| g) Ability to implement a services user's Managed Budget Support Agreement with service users incorporating agreed Support Plan; support recruitment and management of PAs (including DBS checks etc) |
| h) Good customer communication skills both verbal and in writing |
| i) A high level of numeracy, especially financial |
| j) Strong attention to detail and ability to produce accurate work |

k) Good telephone skills and the ability to clearly explain information to callers

l) Ability to remain calm under pressure

m) Ability to organise and prioritise own work and that of a team

n) Computer literate and able to use Microsoft Office packages

o) The ability to work to strict deadlines and achieve a high level of accuracy

p) Ability to work unsupervised using own initiative

q) A flexible approach to your work

r) A strong customer focus

Desirable

s) Good working knowledge of current payroll legislation

t) Experience of processing both hourly and salaried payroll

u) Iris Payroll software system experience

v) Experience of manual process of pay

w) Able to identify and implement efficiencies in processes and systems