

# Job Profile

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## Client Affairs Deputyship Officer

Grade 7

Date created: September 2021 Position

number: Pos\_12379

### About the Job

To effectively manage the financial affairs of vulnerable adults who lack the mental capacity to do so themselves.

### This is what we need you to do...

- Acting as Court Appointed Deputy for Property and Affairs, manage a caseload of complex Deputyship cases in accordance with the Mental Capacity Act 2005, Office of the Public Guardian deputy standards, and GCC procedures.
- Ensure that all income and welfare benefits are properly received and accounted for.
- Ensure that all invoices and payments are made on our client's behalf.
- Monitor contracts in place that relate to property clearance, house sales, valuation and disposal of contents, in conjunction with appropriate agencies and legal practices.
- To assist and advise social care colleagues and members of the public on matters concerning Court of Protection applications, safeguarding the financial affairs of vulnerable adults, and protection of property.
- Maintain appropriate financial records and produce financial reports.
- Liaise with health and social care professionals and any other person involved in providing care and support to our clients.
- At all times ensure that priority is given to the safeguarding of vulnerable adults and that the council's and the service's safeguarding policies and procedures are followed.

### Special Conditions

- This position is subject to an enhanced Disclosure and Barring Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- You need to hold a current, full driving license which is valid for driving in the UK and/or have the ability to travel around the County.

## **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

## **The ideal candidate will have...**

### **Experience**

- Experience of working in a financial setting
- Experience working in an administrative or support services setting
- Experience of working with vulnerable adults
- Experience of successfully managing high workload levels and conflicting demands

### **Knowledge, Skills and Understanding**

- Knowledge of the welfare benefits system, self assessment tax and charging for care services
- An understanding of personal banking facilities and consumer finances
- Working knowledge of financial and legal matters relating to court of protection deputyship applications
- Knowledge of the mental capacity act and how it relates to managing the financial affairs of vulnerable adults
- Excellent verbal and written communication skills across a range of audiences.
- The ability to make decisions on behalf of other people.
- Good level of IT skills with experience of using Microsoft packages including Word and Excel.
- Good numeracy & report writing skills.

### **Behavioural attributes**

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Compassionate and caring
- Trustworthy, reliable and ability to act with integrity
- Emotionally resilient
- Ability to motivate, influence and lead by example
- Well organised
- Attentive to detail

### **Education & Qualifications**

#### **Essential**

- Good levels of literacy and numeracy evidenced by A Level, NVQ Level 3 or equivalent experience.

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