



Role Profile

Reference Number	ASC014
Role Title	Deputyship Officer
Directorate	Adult Social Care
Department	Adult Social Care
Reports to	Deputyship Manager

Role Purpose

Deliver a caseload of Deputyship and appointee work for clients, managing their financial affairs in accordance with established procedures and legislative requirements, so that the financial resources of vulnerable people are managed to achieve the best outcomes for the individual.

Accountabilities

- Assist the Deputyship Manager to assess Deputyship referrals, providing a clear rationale and advice where clients do not meet BCP Council's eligibility criteria to ensure they receive appropriate support.
- Complete applications for Deputyship in line with Court of Protection standards and timescales, including applications to DWP for authority to manage clients' benefits and ensure eligible benefits are claimed, to enable the proper financial management of service user's financial resources in accordance with the Deputyship provisions.
- Empower clients to make decisions regarding their financial affairs, and where they are not able to make decisions, make recommendations regarding best interest decisions for approval by the Deputyship Manager, to ensure that timely and appropriate decisions are taken regarding the personal finances of vulnerable adults.
- Manage Deputyship clients' financial affairs in their best interests and in accordance with established procedures and statutory requirements, so that their finances are managed appropriately. This will involve managing client's financial assets and debts (including property purchase or sale and investments as appropriate), ensuring benefits are accessed and managed, making payments and overseeing transactions, ensuring client access to personal funds, and managing a client's personal budget.
- Ensure regular contact and reviews with clients and their relatives to ensure proper consultation in line with The Office of the Public Guardian requirements.
- Calculate and apply fees for the services provided in line with defined rates, including fees relating to The Office of the Public Guardian and Court of Protection, so that the Council can receive appropriate income for services delivered.
- Maintain accurate records so that information about decisions made and work done on behalf of Deputyship clients is available and auditable.

Knowledge / Skills / Experience required

- AAT Level 3 Diploma in Accounting, Level 3 IFS certificate, or equivalent qualification in finance or accountancy or equivalent experience in a similar role or working towards APAD qualification.
- Knowledge of the Mental Capacity Act 2005 and application of the five statutory principles.
- Knowledge of the statutory requirements and procedures relating to the authority of Deputyship for Property and Affairs, including those relating to the Office of the Public Guardian and Court of Protection.
- Experience of working within a legislative framework within a legal or statutory setting.
- Experience of managing financial affairs.
- Experience of working with vulnerable adults.
- Ability to translate technical financial information for a variety of audiences to ensure understanding.
- Ability to communicate and influence using tact and empathy and ability to challenge on behalf of the client where appropriate.
- Ability to manage a case load.

Dimensions of role

- The role does not have any staff management requirements.
- The role does not manage a Council budget, but will manage all the personal finances and budgets on behalf of Deputyship clients.
- Planning is focused on managing an individual case load.

Notes

Date:	01/02/2021
Working Conditions:	<ul style="list-style-type: none"> • Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.