

**Admin (& Finance) Worker**

Role Profile			
<b>Job Title</b>	Administrative (& Finance) Worker	<b>Grade</b> (Office Use)	AA
<b>Area</b>	Plymouth-based	<b>Team</b>	Resettlement and MARS
<b>Reports to</b> (Job Title)	Resettlement Manager	<b>Hours</b>	37 pw
<b>Location</b>	Harwell Centre	<b>Shift Pattern</b>	Office hours
<b>CRB check required</b>	Y – enhanced		

This role is to provide administrative support across two Path services:

- Resettlement (temporary housing)
- MARS (rough sleeper support)

**MARS Team**

MARS is a Multi-Agency Rough Sleeper team, set up with funding from government to address street homelessness.

The MARS team is therefore a multi-agency team consisting of five full time equivalent (FTE) officers and a Coordinator, brought together as a collaborative offer from within existing local authority and partner resources. We are now adding some admin capacity via this role.

This intensive support will be targeted at those most vulnerable to sleeping rough, providing consistency of support and engagement as people move from the street through a journey towards independent living in the community.

**Resettlement**

Path's Resettlement Scheme exists to provide additional, flexible accommodation to single homeless people. It is an option for people not yet ready to move into their own accommodation and who have low levels of support needs. This role is part of the housing management team running the Scheme.

This Scheme provides temporary accommodation:

- For people presenting as single homeless in Plymouth
- As an alternative to the hostels
- With some houses run totally by Path and some with Reestart
- Using support provided by other (often the referring) service/s
- With visits to each property at least twice each week

## **Role**

The Admin Asst role has a few main elements, some specific to each service and some in common across the two services:

- Participating in processing referrals, invoices etc, as needed
- Updating spreadsheets and producing reports
- Supporting and ensuring team recording of invoices, payments and Housing Benefits claims
- Supporting and ensuring relevant information is recorded on the relevant database
- Overseeing and monitoring use of MARS petty cash
- Supporting the manager to provide reports on the above and more.

## **Specific Duties / Responsibilities**

### **1. Housing Benefit records for temporary accommodation**

- Submitting and maintaining records for people placed in temporary accommodation, whether that of Path or other providers, including payment of invoices by Path to accommodation providers and receipt of Housing Benefit by Path
- Therefore ensuring spreadsheets updated regularly so we are aware what money has been spent on which person and what has been received; and therefore workers can follow up on monies owed
- Supporting workers to ensure the correct information is gathered and submitted for Housing Benefit claims
- Producing weekly rent accounts for our temporary accommodation

### **2. Client support records**

- Processing and allocating referrals
- Overseeing client spreadsheet(s), giving overview of clients who teams are supporting
- Monitoring occupancy and voids across our temporary accommodation
- Ensuring spreadsheets are maintained with regards to dates and move on for reports.
- Supporting the manager to produce reports on progress for commissioners
- Helping, when necessary, MARS workers keep up to date with database records
- Archiving old records.

### **3. Petty cash**

- Monitoring our bank accounts for payments
- Maintaining the petty cash tins for both services and systems around banking
- Therefore making payments, keeping records, checking balances and reconciling

### **4. Additional tasks**

- Overseeing bedding packs for Resettlement (ordering and organising items, making packs up etc)
- When relevant, developing systems for and carrying out filing of information
- Carrying out service monitoring and in collation / entry of other monitoring information, particularly through the database, with production of reporting information, inc quarterly and annual service stats (and more); and running queries and reports for manager

### **5. General**

- Keeping appropriate records, suitable for formal review and audit
- Other duties as required by manager or Director
- Participation in staff and other meetings, as required
- Compliance with Path Worker Conditions

## Admin (& Finance) Worker: Person Specification

Path is looking for someone with excellent administrative and organisational skills, plus a positive attitude toward housing issues and working with vulnerable people.

Skill / experience (to address and evidence)	Office use
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to deal effectively and positively with inquiries (public &amp; professionals) in person and via phone etc</li> <li>• General organisational and clerical skills, inc. ability to type / word process; and ability to work within office systems</li> <li>• Broader p.c. skills, inc use of databases and spreadsheets for recording and for producing reports</li> <li>• Experience of developing formal office procedures and systems</li> <li>• Experience of directly contributing to formal reports</li> <li>• Experience of liaising / communicating with other staff on professional basis</li> <li>• At least basic understanding of Data Protection</li> <li>• Ability to oversee petty cash system</li> <li>• Experience of making payments and keeping relevant records</li> <li>• Ability to work under line management</li> <li>• Ability to work on your own initiative and support others</li> <li>• Commitment to Equal Opportunities and anti-discriminatory working practice</li> <li>• Flexibility</li> <li>• Proven good literacy and communication skills</li> <li>• Enthusiasm for this post and this area of work</li> <li>• Ability to record, monitor and report on own work</li> <li>• 5 GCSEs level C and above; or equivalent</li> </ul>	
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of complying with Data Protection legislation</li> <li>• Formal IT qualification</li> </ul>	