



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Budgeting Support Officer  
Grade: RT 04 £29,269.00 - £30,296.00  
Reports to: Tracey Kennedy  
Responsible for: Revs and Bens  
Directorate and Service area: Finance

### **Purpose of the job (why the job exists)**

To increase Financial Awareness and give budgeting support within North Northamptonshire  
To consult and liaise with internal and external partners  
To attend consultation meetings on behalf of the Benefit Team  
To identify training opportunities and joint working with other local authorities/ partners / voluntary agencies

### **Principal responsibilities (please make these concise and ideally no more than 8)**

1. To identify vulnerable groups and organise meetings/support campaigns to encourage budgeting support take up
2. Administration of the Discretionary Housing Payment scheme
3. Administration of Section 13a awards for North Northamptonshire Council
4. To assist customers with budget advice, support, identifying savings and opening of Credit Union accounts
5. To attend events, representing the service, across North Northamptonshire
6. To work with internal and external stakeholders in respect of support training
7. To organise and represent the Council at forums with voluntary organisations as required
8. Any other duties that fall within the scope of the role

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If this post is Politically Restricted include the following clause (Delete if not required).**

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

**If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).**

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

- Will require occasional weekend and out of hours working.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	BETEC A' Levels or equivalent Plus Maths at O' level or equivalent.	IRRV Technician qualification or equivalent or working towards
Experience and Knowledge	Experience within Housing benefits, customer service or debt and money advice	<p>Innovative and flexible approach to service delivery</p> <p>Minimum 2 years' experience within Housing benefits, customer service or debt and money advice Knowledge of DWP benefits</p>
Ability and Skills	<p>Excellent organisational skills.</p> <p>Good presentation skills</p> <p>Excellent communication skills</p> <p>Ability to work well within a team</p> <p>Ability to work without direct supervision and use own initiative to make decisions</p>	<p>Ability to work under pressure</p> <p>Knowledge of Benefit law and legislation including DWP benefits</p> <p>Firm knowledge of debt and money advice</p>

Attributes	Essential criteria	Desirable criteria
	Demonstrate excellent budgeting skills  Fluent English	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Computer literate  Driving Licence and use of car	Intermediate level of Word and Excel  Experience of Electronic Document Management