

JOB DESCRIPTION	
Job Title:	Welfare Benefits Payment Controller
Team:	Welfare Rights Team
Reports to:	Welfare Rights Manager
Role Purpose:	To manage the accounting relating to the People We Support (PWS) and their benefits.
Scope:	No direct reports
Accountabilities:	<ul style="list-style-type: none"> • Accounting accurately for all transactions in relations to PWS benefits with clear understanding of all the ins and outs • Bank reconciliation, posting and balancing • Reports on debts and credits • Checking payments to be authorised for the PWS and to other parties. • Liaising with the Service Managers in relation to any updates to benefits • Preparing journal entries, and reconciling accounts monthly • Making payments to PWS and other parties if they leave the service • Undertaking of capital reviews and effects on benefit entitlements.
Specific Requirements:	Office based full time in Tredomen Office, Ystrad Mynach

PERSON SPECIFICATION	
Knowledge:	
Skills and Experience:	<ul style="list-style-type: none"> • At least 2 years' experience in job roles such as; Accounts Assistant / Assistant Accountant / Book Keeper / Finance Officer / Accountant • AAT qualified • Essential Advanced Excel – Vlookups/pivots • Experience of Microsoft Dynamics GP desirable but not essential. • Knowledge of Welfare Benefits or Social Care desirable but not essential.
Competencies:	<ul style="list-style-type: none"> • Critical thinking • Problem solving skills • Attention to detail • Corporate and Business Reporting • Governance, Risk and Control • Ethical and professional behaviour