

## Job Profile

**Job Title: Subsidy Officer**

**Job Grade: Level 3.2**

**Salary Range: £36,984 - £42,526**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

This role plays a key role in ensuring the council can claim the money it pays out in Benefits back from the Department of Work and Pensions through its subsidy claim. As such, it will work with the Senior Subsidy officer and Service Manager to produce, co-ordinate and check the documentation and testing required through the annual subsidy audit and assist in making the subsidy claim, liaising with external auditors and capturing any learning and improvement required in practice.

### About the role

1. Work with the Senior Subsidy Officer to produce all documentation required for and check the accuracy of the Council's subsidy claim, worth approximately £180m, and assist in completing the claim at the beginning and end of year
2. Liaise with external auditors and co-ordinate access to systems and reports, including sampling data
3. Organise any testing required as part of the audit
4. Test all new releases of software to ensure it is awarding benefit correctly and liaise with IT on any issues resulting in non-compliance or incorrect awards likely to result in an audit failure
5. Work closely with the team and service managers to ensure learning from errors is actioned
6. Produce data and reports on benefit caseloads
7. Act as a service expert on subsidy and the subsidy audit process, maintaining knowledge and working with the Policy and Appeals officers to ensure practice complies with legislation and guidance
8. Identifying areas for service improvement and supporting implementation of projects
9. Be required to carry out special tasks, assignments, reports or duties that are commensurate to the role and/or grade, where applicable as requested.

## **About you**

- An extensive knowledge of Benefit legislation, software and processes.
- Excellent Presentation Skills
- The ability to interrogate systems, run reports and present data using MS Excel and other software as required
- An extensive knowledge of DWP subsidy Funding arrangements, requirements and audit process
- Ability to communicate clearly and concisely with colleagues
- Ability and enthusiasm to work constructively with other members of the management team
- Good administration and co-ordination skills to organise the audit process
- Ability to forge relationships with external auditors and service managers and challenge incorrect assumptions or explain rationale for actions.
- Able to work within the requirements of the data protection act and respect claimant confidentiality.
- Identifying areas for service improvement and supporting implementation of projects
- Be required to carry out special tasks, assignments, reports or duties that are commensurate to the role and/or grade, where applicable as requested.

## **Work Environment:**

Mainly hybrid working with the expectation of the equivalent of one day in Camden per week.

## **People Management Responsibilities:**

none

## **Relationships:**

All team members; the service's management team; Finance; the Council Tax Service; other Finance Services especially Legal Services; other Council Departments, as necessary; Council Members.

External Audit; Benefit Fraud Inspectorate/Audit Commission; Department of Work and Pensions; Tribunal Service; other Local Authorities and Local Authority Associations.

## **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

