



**Direct Payments Support Service  
Customer Finance Assistant**

**Hours - 22.5 per week  
Salary - £19,000 per annum pro-rata**

Knowsley Disability Concern is a charitable organisation providing support for people with disabilities to live independently and enjoy equal rights and full social inclusion.

An important aspect of our work is the delivery of Knowsley's Direct Payments Support Service. This is a scheme which enables people to receive money from the Council to pay for the care and support that they have been assessed as needing and really puts individuals in control of decisions about the best way they can be supported.

**The Direct Payments Team is seeking to appoint an experienced Customer Finance Assistant who will work as part of the team to administer the Direct Payments Managed Accounts Service.**

Duties involve setting up new e-accounts: collating and uploading files for incoming receipts; processing payments for wages, HMRC returns, agency invoices and service fees; dealing with queries; and providing general administration support to the team.

The ideal candidate will have a background in finance, good IT skills, particularly Excel and experience in processing high volumes of transactions, preferably in a customer-service environment.

**Please note that CVs will not be considered.** To apply, you must complete an application form which can be downloaded [here](#)

**The closing date for applications is 10.00 am, Monday 6 July 2015. Interviews will take place on Monday 13 July 2015.**

KDC is an equal opportunities employer and welcomes applications from people with a lived experience of disability.