



PDS Job Profile

Job Opportunity with the PDS	The PDS is seeking a full time Client Manager. The PDS provides financial management services to clients who can't manage them themselves or who want someone to do it for them. The PDS has been established for 10 years and is currently increasing the number of clients we look after. For more see https://thepds.net/
Role title and reporting line	Client Manager reporting to Neil Cawthorn PDSTC Chairman
Role description	The role involves managing the finances for vulnerable adults. You will be representing their interests to ensure they are financially independent. There are regular tasks to carry out but each day brings its own variety of challenges. The work of the PDS is overseen by the Office of the Public Guardian (OPG) and is regularly audited. Accurate record keeping and reporting is key.
Location	Working from the PDS office based in Woodbridge, Suffolk
Commitment, Remuneration & benefits	35 hours per week Salary by negotiation 25 days holiday per year
Responsibilities	• Responsible for managing the day to day finances of clients • Authorising client's expenditure • Communicating with the DWP, Jobcentre plus and local authorities to ensure clients are receiving the financial assistance due to them • Meticulous record keeping
Type of person	We are looking for someone with good relationship and administrative skills who is numerate, who has good empathy and who is responsive and self-motivated.
Qualifications & skills	• Education to 'A' level required and would suit a graduate • Experience of administrative work & adept at formal written communication

	• The role requires someone with integrity who is professional, responsible and reliable • Some knowledge or experience of disability, special needs and/or current benefits would be an advantage although not essential.
Applications	A good working knowledge of Excel and Word. The PDS also has its own client database.
Our Team	The PDS comprises a small team of full and part time staff who work collaboratively but are each responsible for their own client list.
Our Mission and Vision	Mission: We support our clients by managing their finances when they can't manage them themselves or when they want someone to do it for them. Our professional compassionate service puts our clients and their interests at the very centre of all that we do. We give our clients financial independence and security and take away the worry and responsibility of looking after finances from our clients and their families. Vision: Our Vision is to be widely recognised and respected for • Our professional, personalised and comprehensive service, • Working collaboratively with other stakeholders and • Transforming the lives of our clients and their families. And to be a successful well organised business with efficient operations and with a team of compassionate professional staff who are well supported and proud to work at the PDS.
How to apply	Please send your CV & covering letter to Jessica Garthwaite at JG@thepds.net