

**JOB DESCRIPTION**

**Children and Adults Services**

# POST TITLE: Senior Finance Monitoring Officer

#  POST NUMBER:

#

# GRADE: 9

 *Job Evaluation Ref No: N9473*

# LOCATION: Your normal base will be at the Civic Centre, Crook. However

you will be required to work at any council workplace within County Durham; colleges and independent private providers; and across the North East region and beyond.

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# 5. RELEVANT TO THIS POST:

**This post is 100% funded until July 2018 through ESF/YEI through the DurhamWorks project**

**Flexible Working:** Subject to service needs the Council’s flexible working policy is applicable to this post. The post holder may be required to work outside of normal hours.

**Contact:** This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2018.

# 6. ORGANISATIONAL RELATIONSHIPS

 The post holder will be responsible to the External Delivery Coordinator within the Adult Learning and Skills Service. The post holder will be required to establish positive working relationships with the Finance, Commissioning and Quality Officer in the IPYP team and Finance Monitoring Officer, within the Funding and Programmes Team, Regeneration & Economic Development. The post holder will liaise with a wide range of providers responsible for the delivery of the YEI programme.

 The post holder will provide line management to the Finance Monitoring Officers employed by the DurhamWorks central Team.

 The post will report to the External Delivery Co-ordinator.

# 7. DESCRIPTION OF ROLE

The Youth Employment Initiative (YEI) is an £17m EU funded programme to help unemployed 16-24 year olds improve their skills and move into employment, training or education. The post holder will undertake all financial duties related to the programme management functions for the YEI programme.

#  DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST

**8.1 To establish and maintain monitoring and financial record-keeping systems for YEI**

In practice this would involve:

* assisting in the development and maintenance of common systems across the YEI programme
* negotiate and agree the introduction of improvements in controls as a result of audit findings.
* suggesting and developing improvements to existing systems
* ensure that financial monitoring and claims are processed in accordance with professional standards, approved internal processes and procedures and service performance targets
* entering robust data relating to spend and output information on each project.

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## **To provide advice on all financial aspects of the YEI**

In practice this would involve:

* producing reports regarding the financial position of YEI
* preparing and updating accurate spend profile information
* providing advice and guidance to YEI Delivery Partners during project engagement
* providing information to the DurhamWorks Finance Group
* ensure all claims are fully supported by appropriate evidence and pursue additional lines of enquiry where necessary
* providing answers to general queries on all financial elements of YEI.

##  **To check and verify expenditure on YEI**

In practice this would involve:

* undertaking detailed checks of claim information to ensure compliance
* checking audit trails of project expenditure
* undertaking monitoring visits to YEI Delivery Partners and sub-contractors to verify claim and output information.
	+ provide advice to officers of the council on eligibility or expenditure in relation to ESF/YEI
	+ review and appraise the effectiveness of the claims process paying particular attention to issues of audit, governance, risk and best practice.
	+ Carry out routine probity and establishment based audits in accordance with agreed audit plans

## **To prepare claims and monitoring information as required**

In practice this would involve:

* collating information from all projects on spend and outputs
	+ checking information provided and consolidating data to generate quarterly claims to DWP.

## **To provide line management to a team of two Finance Monitoring Officers**

* supervise staff allocated
* assist on specific claims queries
* provide on the job training to staff

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as required by the Service.

# COMMON DUTIES AND RESPONSIBILITIES

## **Quality Assurance**

 To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

## **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

## **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

## **General Management**

## To provide vision and leadership to staff within the potholder's team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

## **Financial Management**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

## **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to following guidance on the appraisal process.

## **Equality and Diversity**

 As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

 These policies apply to all employees of Durham County Council.

## **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

## **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**PERSON SPECIFICATION: Grade 9 – Senior Finance Monitoring Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Association of Accounting Technicians or other relevant qualification at level 4 or above
 | * Management qualification
 | * Application
* Selection process
* Pre-employment checks.
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| **Experience** | * Experience of preparing European grant claims, or claims for similar grant-funding regimes
* Experience of financial administration systems
* Experience of establishing/maintaining monitoring and record-keeping systems
* Experience of line management.
 | * Experience of Local Government or other public sector financial systems
 | * Application
* Selection process
* Pre-employment checks.
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| **Skills/Knowledge** | * Concise and accurate verbal and written reporting skills
* Good numerical information analysis and presentation
* Ability to work effectively in a team, but also capable of individual initiative
* Excellent ICT skills including the use of Microsoft Office.
 |  | * Application
* Selection process
* Pre-employment checks.
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| **Personal Qualities** | * Ability to work effectively in a team
* Ability to carry out work with the minimum of supervision
* Able to relate well and quickly to other team members and senior people from other organisations
* Open to change and committed to innovative development
* Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service
* Flexible approach to working across the LA geography. Current valid driving licence required or access to a means of mobility transport.
* Ability to work under pressure and to deadlines
* Holds high aspirations for young people/young adults.
 | * Innovative and prepared to see things through.
* Prepared to learn new skills.
 | * Application
* Selection process
* Pre-employment checks.
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