

Grant & Project Finance Officer

Line Manager: Grant & Project Controller

Team: Finance

Location: NETPark

Date: July 2017

Role Purpose:

To support the Grant & Project Finance Team with the financial delivery of private and grant funded projects.

Key Responsibilities:

Grant & Project Account Administration

- To administer the financial requirements of all grant offer letters (contracts) and private contracts.
- To calculate methodology and compute overhead recovery and intervention rates.
- To analyse costs and timesheets to ensure they are eligible, correctly coded and within budget.
- To support the finance function in processing CPI Group accounting journal entries and reconciliations according to agreed procedures and deadlines.
- To support the Grant & Project Finance Team with maintenance of project cash flow plans and forecasting.
- To provide audit preparation and assistance across a wide range of projects as well as to the CPI Group.

Grant & Project Reporting

- To produce various project and cost reports and review proactively with Project Managers, highlighting and investigating variances.
- To produce and issue other relevant ad-hoc financial and project progress reporting as required

Grant Claim Production

- To provide various reports and support the delivery of a grant and project management service in line with departmental targets and objectives.
- To produce and submit all grant claims; ensuring compliance with various UK and EU rules, regulations and deadlines.
- To review all costs and commitments with Project Managers to ensure accurate forecasting.
- To coordinate and guide other grant participants (where CPI is a Lead Partner).
- To ensure that all support information, including full audit trail and reconciliation of grant claims and project costs is captured and maintained.

System Development and Process Maintenance

- To support the continuous improvement, development, management and project accounting systems and procedures.
- To regularly maintain the project accounting system, ensuring it is kept up to date.
- To review, develop and maintain project accounting schedules.

Other Activities:

- To work in a collaborative manner with other departments and CPI auditors to identify any R&D qualifying expenditure eligible for tax relief.

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- To support finance team members to meet deadlines and covering essential roles when required.
- To effectively plan and prioritise own workload to fully support month-end/year-end activities across the Finance team, ensuring tasks are completed in a timely and accurate manner.
- Any other ad-hoc duties required to meet the objectives and targets of the department.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to level 3 or equivalent, in a business related discipline.	Educated to HND level or equivalent, in a business related discipline is desirable.
	AAT or equivalent Accountancy qualification

Competencies and behaviours	
Leadership (Enabling)	Decision Making (Influencing)
<ul style="list-style-type: none"> • Builds and leads groups, communicates a compelling and inspired vision or sense of core purpose to arrive at an agreed schedule of work for a project, including agreed success criteria. • Demonstrates commitment to common goals, integrity and trust in all dealings with colleagues and customers 	<ul style="list-style-type: none"> • Confidently draws reliable conclusions from diverse and sometimes incomplete data. • Proactively sources and refers to how others have tackled similar problems previously. • Considers risks, and consequences, and takes accountability for, the impact the decision has on the business including costs/ benefits
Communication (Influencing)	Developing self and others (Enabling)
<ul style="list-style-type: none"> • Employs comfortably a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. • Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. 	<ul style="list-style-type: none"> • Supports others in their development. • Is personally committed to, and actively seeks, opportunities to improve continuously. • Provides honest helpful feedback to others on their performance. • Insightful about self, strengths and limitations, and how to maximise contribution.
Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> • Understands the value of establishing effective and supportive relationships, and collaborative working. • Actively listens, questions and observes body language so as to understand communication from others. • Cultivates and maintains partnerships across departments to deliver value for the business 	<ul style="list-style-type: none"> • Prioritises activities based on their impact and strategic importance. • Takes responsibility and monitors own performance. • Can articulate how their work feeds into projects. • Creates and exploits useful metrics. • Displays commitment and engagement to own work. Pursues everything with energy, drive and a need to finish, even when faced with setbacks or resistance.

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Knowledge and Experience:

Essential:	Desirable:
<p>Experience in the use of Microsoft programmes including outlook and excel.</p> <p>Experience/Knowledge of Grant Claim Production in ERDF or Horizon 2020.</p> <p>A proven track-record of working with grant funding.</p> <p>Knowledge of public sector performance requirements and EU procurement rules.</p> <p>Proven experience of completing month-end processes to agreed timetable and to a high degree of accuracy.</p> <p>Experience in the use of Microsoft programmes including outlook and excel.</p>	<p>Experience of administering a grant portfolio of projects; including both UK and EU grants.</p> <p>Practical experience of Project accounting software is desirable</p>

Dimensions	
Company Structure	5+ companies in group plus back office support for HVM Catapult
Number of staff	300+
Total Investment	CPI Group - £30m+ project costs p.a. Third party organisation - £40m+ project costs p.a.
Total Outputs	Part of finance team reporting 30+ grants (either on monthly or quarterly basis) 50+ commercial projects reported on RTI
Support to:	5+ companies in group and back office CPI Business Units and 80+ live projects Corporate services Finance Team 10+
Range of external contracts:	High Value Manufacturing Catapult Innovate UK Department for Business, Innovation & Skills Department for Communities and Local Government European Funding Bodies External auditors Commercial Clients Grant Consortium Members