**Regeneration & Local Services**

**Economic Development & Housing - Business Durham**

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|  | **POST TITLE:** | CDGF Finance & Monitoring Officer |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 7  Job Evaluation Ref. No. N10171 |
|  | **LOCATION:** | Your normal place of work will be Salvus House, Aykley Heads, Durham. However; you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the Council’s Flexible Working Policy is applicable to this post Due to the nature of this role, working outside of regular office hours may be occasionally required.

**Contract:** Fixed term until 31 March 2022

This post is part funded by European Regional Development Fund (ERDF) as part of the 2014-2020 European Structural and Investment Fund Programme.

1. **ORGANISATIONAL RELATIONSHIPS:**

**Responsible to:** The post holder will report to the Business Services Manager

**Responsible for:** No line management is associated with this role

**Responsive to:** Elected members, Regeneration and Local Services Directorate, Area Action Partnerships, businesses, residents, community groups, media, external partners, clients and commercial partners and funding organisations.

1. **DESCRIPTION OF ROLE:**

The County Durham Growth Fund is funded through the European Regional Development Fund (ERDF) to provide a 3 year programme of grant support to SMEs in County Durham for capital investment projects to stimulate and enable sustainable business growth.

The role of this post is to provide financial and monitoring support to the County Durham Growth Fund ERDF project, and ensure compliance with European funding requirements.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**
2. To establish and maintain monitoring and financial record-keeping systems for the County Durham Growth Fund.
3. To coordinate the gathering of information from the Delivery Partner, ensuring appropriate records are up to date and accurate, carry out analysis, and produce reports as required for the monitoring and management of the project.
4. To organise meetings of the CDGF Project Management Group and provide information on the financial and performance aspects of the programme liaising with the delivery partner as appropriate.
5. To manage the financial aspects of the CDGF project, including making payments, following up receipts, and the preparation of information required for quarterly financial claims, reports and grant payments.
6. To prepare quarterly and end of year grant claims for the County Durham Growth Fund liaising with the relevant Delivery Partner staff and the Finance & Performance Monitoring Officer in the DCC Funding and Programmes Team.
7. To take the lead on ERDF compliance for the County Durham Growth Fund ensuring that project files and paperwork required for monitoring and audit purposes are kept up to date and maintained in accordance with the ERDF funding and evidence requirements.
8. To place orders for any necessary expenditure as required for the project in accordance with local authority systems, and maintain the necessary budgetary files and invoice and payment systems.
9. To contribute, as necessary, to the overall management and success of the County Durham Growth Fund Project.
10. To undertake any such duties as may reasonably be required commensurate with the level of responsibility and competence of the post.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **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.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **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.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist 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.

9.6 **Financial Management (where applicable)**

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.

9.7 **Appraisal**

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

9.8 **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 have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **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.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **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: CDGF Finance & Monitoring Officer (Grade 7)**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Educated to NVQ 4 or equivalent qualification in a relevant discipline including Business and Finance, Marketing, Economic Development and Project Management, and/or substantial practical experience relevant to the post. | * Association of Accounting Technicians or other relevant financial qualification. | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Substantial practical experience of financial and administration systems. * Experience of establishing monitoring and record-keeping systems. * Experience and understanding of partnership working with other agencies, bodies and organisations. | * Experience of Local Government or other public sector financial systems. * Experience of preparing European grant claims, or claims for similar grant-funding regimes. * Implementation of quality systems and procedures. | Application form  Selection Process  Pre-employment checks |
| **Skills/knowledge** | * Ability to demonstrate a high level of accuracy and attention to detail. * Proven planning and organisational skills. * IT / keyboard skills, especially Word, PowerPoint, Excel, and ability to use e-mail and internet. * Good numerical information analysis and presentation. * Ability to work to deadlines. | * Knowledge of the economy and geography of County Durham. * Awareness of the business support landscape in the North East LEP area | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Self-motivated, confident and friendly manner. * An ambition to help organisations to achieve performance improvements. * Willingness to adopt a flexible approach to working, working on own initiative and as a team player. * Commitment to customer care. |  | Application form  Selection Process  Pre-employment checks |