



Post title: Funding Coordinator (A4565)

Responsible to: Investment Fund Programme Manager

Responsible for: Not applicable.

Evaluation: 518 Points Grade: N7

Job purpose: To oversee the successful delivery of the North of Tyne Projects, managing relationships with funding providers and delivery partners. Ensure efficient delivery of funds in line with strict requirements, maintaining all records to a high standard and effectively managing the response to audit requirements, to ensure the Combined Authority fulfils its corporate and strategic responsibilities.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To be the compliance lead for all matters relating to the development, funding and delivery of specific projects including day to day monitoring, providing technical advice and ensuring that projects are adhering to all grant conditions
2. Responsibility for ensuring all relevant documentation is available for monitoring and auditing purposes, systems and processes are in place to allow all requests to supply such information to be met in a timely manner
3. To act as the intrinsic link between the Combined Authority and delivery partner/s, ensuring alignment of activities and successful outcomes.
4. To manage relationships with private sector partners and contractors to ensure monitoring and budgetary requirements are met.
5. Be the lead contact point for internal or external audits, including any external auditor appointed by the European Union.
6. To lead on ensuring effective evaluation of projects is undertaken in line with programme requirements.

7. To play a full part on behalf of the Investment Team in cross cutting working across the Combined Authority and to advocate the Combined Authority in external relationships.
8. Ensure timely identification, reporting and resolution of concerns and disputes through appropriate channels
9. To develop and maintain positive and collaborative relationships with external and internal partners, to support delivery.
10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.