

|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | DABS Finance & Monitoring Officer |
| **JE Reference No** | N10385 |
| **Grade** | 7 |
| **Service** | Regeneration and Local Services |
| **Service Area** | Business Durham |
| **Reporting to** | Business Services Manager |
| **Location** | Your normal place of work will be Salvus House, Aykley Heads, but you may be required to work at any Council workplace within County Durham. |
|  | |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. Due to the nature of this role, working outside of regular office hours may be occasionally required |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Contract** | Fixed term until 31 January 2023  This post is part funded by European Regional Development Fund (ERDF) as part of the 2014-2020 European Structural and Investment Fund Programme. |

|  |
| --- |
| **Description of role** |

The Durham Ambitious Business Starts (DABS) project is funded through the European Regional Development Fund (ERDF) to provide a 3 year programme to encourage more high quality start-ups in County Durham, and to support them during the critical first 12 months of trading.

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

|  |
| --- |
| **Duties and responsibilities** |

* To establish and maintain monitoring and financial record-keeping systems for the Durham Ambitious Starts (DABS) Project.
* To coordinate the gathering of information from procured sub-contractors, 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.
* To organise meetings of the DABS Project Management Group and provide information on the financial and performance aspects of the programme liaising with sub-contractors as appropriate.
* To manage the financial aspects of the DABS Project, including making payments, following up receipts, and the preparation of information required for quarterly financial claims, reports and grant payments.
* To administer the jobs grant as part of the DABS Project, including initial appraisal of applications, issuing of grant offer letters, checking evidence of expenditure, paying grant claims, and monitoring take-up.
* To prepare quarterly and end of year grant claims for the DABS Project, liaising with the Finance & Performance Monitoring Officer in the DCC Funding and Programmes Team.
* To take the lead on ERDF compliance for the DABS Project 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.
* 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.
* To provide administrative support, as required, to the DABS Project Manager in the overall management and coordination of the DABS Project.
* To undertake any such duties as may reasonably be required commensurate with the level of responsibility and competence of the post.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 directed by your manager.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * 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. |
| 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. |
| 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 |
| 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. |  |