

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> iNorthumberland Project Administrator	<b>Director/Service/Sector – Information Services</b>		<b>Office Use</b>
<b>Band:</b>	<b>Workplace:</b> County Hall		<b>JE Ref. 3582</b>
<b>Responsible to:</b> iNorthumberland Programme Director	<b>Date:</b> September 2019	<b>Job Family :</b> ICT	

**Job Purpose:** To provide financial and project and general administration services to the iNorthumberland Programme team.

<b>Resources</b>	Staff	No direct responsibility
	Finance	Will have responsibility for the administration of the programme budgets
	Physical	Some local travel and periodic travel to other parts of UK
	Clients	Wide ranging engagement with voluntary and community organisations, businesses and business organisations, public sector bodies, local political representatives and organisations, and members of the public

**Duties and key result areas:**

- Organise, attend and provide administrative support to programme board and project meetings including production and control of all necessary papers and performance data
- Provide administrative support to the rest of the Programme Team
- Act as the lead for the provision of general information in respect of the programme and its purpose and be the first point of contact for general enquiries from residents and businesses.
- Assist in organising periodic promotional and other events
- In conjunction with other iNorthumberland staff maintain web site content, and social media accounts, and the information flow associated with the programme. Control all marketing material associated with the programme.
- Supervise and control any ordering, invoicing and payment requirements
- Fully understand financial guidance instructions from external funding providers and accurately translate this in to practical working systems.
- Support the project co-ordinator in the collation, compilation and submission of financial information in relation to projects grant claims.
- Support the financial grant claim processes, ensuring that all claims adhere to internal controls and meet funding providers requirements
- Supervise the payments schedule for all grant claims and liaise with financial management to ensure that this has been actioned.
- Act as the main point of contact in respect of financial matters associated with the programme and for members of the Programme Team when not available
- Be responsible for the establishment and maintenance of comprehensive audit trail processes which meets with external funders audit requirements.
- Act as principal liaison in respect of all project financial audits and co-ordinate provision of project financial information for audit by external organisations
- Support the work of the wider Programme Team

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extend of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:

Working patterns:

Working conditions:

Will involve travel to meeting venues throughout the county and further afield on occasion.

Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening and weekend meetings.

Mainly indoors

NORTHUMBERLAND COUNTY COUNCIL  
PERSON SPECIFICATION

<b>Post Title:</b> iNorthumberland Project Administrator	<b>Director/Service/Sector:</b> Information Services	Ref: 3582
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>● Minimum NVQ Level 4 in finance and/or administration with 3 years experience in a similar role</li> <li>● Excellent knowledge of financial administration procedures and systems</li> <li>● Knowledge and experience of grant management procedures within an accountable body setting.</li> <li>● Knowledge and experience of compliance requirements for national and European programmes and projects</li> <li>● Knowledge and experience of formal project management processes and controls</li> <li>● Knowledge of marketing and marketing administration processes</li> <li>● Advanced skills in Microsoft Office applications</li> <li>● Knowledge and skills in maintaining web site content and social media</li> </ul>	<p>AAT or equivalent qualification            Understanding of project application and approval procedures.            Knowledge of Oracle E-Business            Knowledge of GIS systems            Qualification in or working knowledge of PRINCE 2 procedures            Knowledge of the BDUK broadband improvement initiative</p>	<p>(a) (i) (r) (t) (q)</p>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Establishing and successfully maintaining effective administrative processes and specifically those associated with programmes/projects</li> <li>● Dealing with wide range of 'clients' including suppliers</li> <li>● Knowledge of grant funding processes including ensuring compliance with all regulations required by the funders and specifically ERDF</li> <li>● Grant claim procedures and administration</li> <li>● Budget management, developing and managing effective audit trails, financial control and variance reporting specifically and performance management reporting generally</li> <li>● Purchase order, invoicing and payment control</li> <li>● Organising meetings and producing minutes</li> <li>● Experience in web site content management, media control and general marketing</li> </ul>		<p>(a) (i) (r) (t) (q) (p)</p>
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Confident and naturally authoritative</li> <li>● Ability to organise work and identify priorities to meet tight deadlines.</li> <li>● Ability to work methodically, systematically to a high degree of accuracy</li> <li>● Highly developed communication skills with experience of dealing with the public, businesses, politicians and funding bodies</li> <li>● Numerate and skilled at analysing/reasoning with related statistics.</li> </ul>		<p>(a) (i) (r) (t) (q) (p)</p>

<ul style="list-style-type: none"> <li>● Ability to partake in and promote a culture of team working to achieve the agreed objectives</li> <li>● Effective IT skills and able to use IT to achieve work objectives.</li> <li>● Able to apply own initiative to overcome day-to-day operational problems.</li> <li>● Dependable, reliable with a commitment to completing work on time.</li> <li>● Proactive and achievement orientated</li> </ul>		
<b>Physical, mental, emotional and environmental demands</b>		
<ul style="list-style-type: none"> <li>● Normally works from a seated position with some need to walk, bend or carry items.</li> <li>● Need to maintain general awareness with lengthy periods of enhanced concentration.</li> <li>● Significant contact with businesses, public/clients, some potentially in dispute with the County Council.</li> <li>● Maintains a professional demeanour in stressful and difficult situations.</li> <li>● Some exposure to working outdoors may be necessary.</li> <li>● Some travel within county</li> </ul>		(a) (i)
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>● A strong corporate and professional orientation and commitment</li> <li>● Dependable, reliable and keeps good time.</li> <li>● Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.</li> <li>● Models high standards of honesty, integrity, openness, and respect for others.</li> <li>● Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</li> <li>● Proactive and achievement orientated</li> <li>● Works with little direct supervision.</li> </ul>		(a) (i) (r) (t) (q) (p)
<b>Other</b>		
<ul style="list-style-type: none"> <li>● Able to meet the transport requirements of the post</li> <li>● Be based in Northumberland</li> </ul>		(a) (i)