

## Person Specification: Finance and Monitoring Officer

\*Assessment Method code: A: Application I: Interview R: References

Criteria	Essential	Desirable	Assessment Method* A/I/R
Qualifications and training	Association of Accounting Technician (AAT) or equivalent qualification or experience		A
Experience	<ul style="list-style-type: none"> <li>Experience of financial and budget management, so as to be able to monitor and report on large [£3m plus] and complex budgets.</li> <li>Experience of designing and implementing effective financial recording and monitoring systems and of using these to ensure a timely and effective flow of information to colleagues and partners.</li> <li>Experience of assembling and submitting successful claims to meet the requirements of external funders.</li> <li>Experience of providing regular written and verbal reports to Boards and external funders.</li> <li>Experience of using computer systems to include word processing, databases and spreadsheets, and an ability to develop and adapt these to wide use</li> </ul>	<ul style="list-style-type: none"> <li>Experience of assembling successful National Lottery Heritage Fund Claims</li> <li>Experience of working as sole financial officer in small organisation</li> <li>Experience of procurement and contract management. Able to advise colleagues and these and on VAT and other aspects of financial management.</li> <li>Experience with X-Ledger or similar cloud-based</li> </ul>	A/I/R
Skills and Aptitude	<ul style="list-style-type: none"> <li>Ability to independently plan and prioritise own workload in order to meet all internal and external deadlines.</li> <li>Willingness, on an occasional basis and as required by the Programme Manager, to work flexibly with colleagues to ensure the success of events or activities organised by the Discover Brightwater Team</li> <li>Ability to be flexible on working patterns when necessary in order to meet deadlines</li> <li>Good interpersonal skills. Ability to forge effective working relationships with both colleagues in the Delivery Team and opposite numbers in partnership organisations. [NB: The bulk of project expenditure will be undertaken by Partner organisations who will forward quarterly claims to Bright Water for collation and submission to HLF.]</li> </ul>	<ul style="list-style-type: none"> <li>Experience on X-Ledger or similar cloud-based accounting system</li> </ul>	A/I/R

	<ul style="list-style-type: none"> <li>• Ability to combine planning, advice, diplomacy and, where necessary, assertiveness, to ensure delivery of project requirements in terms of invoicing, income, expenditure and claims.</li> <li>• Ability to provide high standard written and verbal reports to Partnership Board</li> <li>• Ability to advise/mentor Programme Manager and colleagues on budget planning.</li> <li>• Ability to work with the Programme Manager to design and deliver effective systems to monitor financial and other project outputs. To ensure that these are complementary to those of partners [Durham County Council, Darlington Borough Council, Tees Rivers Trust, Durham Wildlife Trust , GroundworkNE, Environment Agency and others] and meet the requirements of National Lottery Heritage Fund and its audit framework.</li> <li>• Ability to work with the Programme Manager to design and deliver a system of planned and unannounced audits of Partners' project reporting systems and of performance quality.</li> <li>• Ability to work with DWT Finance Manager to prepare Bright Water records for scrutiny by DWT and HLF Auditors</li> <li>• Willingness to undertake additional tasks and responsibilities as directed by the Delivery Manager.</li> </ul>		
Other	<ul style="list-style-type: none"> <li>• Clean driving licence and access to a vehicle for business use (occasional regional travel will be required)</li> </ul>		1