

JOB DESCRIPTION

Post Title: Senior Finance Officer	Director/Service/Sector		Office Use
Grade: 7	Workplace:		JE ref: 3816
Responsible to: MI Manager	Date: March 2021	Manager Lever:	HRMS ref:
<p>Job Purpose: To provide accurate and punctual financial and performance monitoring services for multi and cross year externally and internally funded projects and programmes, which meet technical grant requirements and mitigate financial penalties to the Council. To ensure effective financial monitoring, evaluation and quality assurance processes are in place to benefit grant funders and service users, with a particular focus on value for money and high-quality services.</p>			
Resources	Staff	Direct line management of 1 Finance & Learner Loans Officer. be required to advise, train, mentor and coach members of staff within wider LSS corporate services team.	
	Finance	Responsible for managing the submission quality assurance and monitoring of financial returns and audits for service budgets of circa £4m p.a. Will have sole responsibility for the budget management and preparation of claims for all external grant and contract funding and income. Will handle and be responsible for petty cash across the service.	
	Physical	To handle archives and significant volumes of financial records, staff data and financial data with key responsibility for service budgets. To operate key corporate systems particularly finance systems to ensure that service needs and corporate compliances are met.	
	Clients	Regular work with funding bodies for education, business and skills, government bodies / agencies, other services and providers, external suppliers, colleagues from Learning and Skills, other public bodies, external organisations, auditors and inspectors. A wide variety of internal (cross departmental) and external clients (businesses, public sector partners and VCS organisations) Significant interaction with internal and external project and contract managers.	
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Ensure knowledge is current on funding rules and eligibility relating to financial returns and budget monitoring to ensure that the current financial and contract rules in place are applied by all staff and to ensure that standards for financial management and funding compliance are adhered to across the service. 2. To lead the monitoring of service budgets identifying areas of over and under expenditure during the year, making recommendations to senior managers for changes to financial allocations, providing support, training, improvement notices or use other performance management tools as appropriate to ensure tight control of income and expenditure. To liaise with accountancy professionals as required to provide performance information. 3. Be solely responsible for the establishment, control and monitoring of multi- and cross-year budgets for projects and programmes ensuring that the Council's financial regulations are adhered to. 4. Undertake quality control checks on financial and monitoring information provided by internal and external sources, referring back for correction when required. 			

5. Calculate, prepare and negotiate project financial changes and variances with external funding providers.
6. Be responsible for the year-end closure of project accounts in accordance with the Council's financial procedures.
7. Provide advice, support and training to internal services and external organisations in the implementation of robust financial systems and technical compliance requirements for grant funded projects managed by the service.
8. Have sole responsibility for the timely collation, compilation and submission of financial and monitoring information in relation to grant claims.
9. Interpret complex and detailed technical grant regulations using these to design, develop and implement financial processes and procedures which meet the compliance requirements of external funding providers and adhere to NCC accounting and financial regulations.
10. Establish, design and maintain detailed paper and electronic files which meet with external funders audit requirements, data protection requirements and minimise risk to the Accountable Body.
11. Be responsible for the processing of payments, ordering of goods and services and invoicing in accordance with financial procedures and regulations.
12. Be responsible for the handling of the petty cash in line with financial regulations.
13. To contribute to the preparation of key strategic and policy documentation such as the financial plan and fees policy.
14. To develop and monitor the provision of financial data and provide challenge across the service to achieve excellence, including carrying out a programme of self-critical audits and informing the monthly programme of quality and business reviews of financial impact with all curriculum managers.
15. To ensure that systems remain fit for purpose and test, implement and roll out new software, modules and procedures as required.
16. To lead the recruitment, selection, appraisal, review, cover arrangements, welfare and support, absence management and discipline of staff in the area of responsibility, following corporate policies at all times.
17. Contribute to the SAR and implement the Quality Improvement Plan for the area.
18. To take part in a daytime and evening rota of site, first aid and fire warden cover as required.
19. To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
20. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
21. To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.
22. There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

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

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Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

To regularly travel around the County. Involves travel to work sites, local offices, and training venues throughout the County and further afield on occasion. Able to meet the transport requirements of the post.

Normal office hours, however due to the nature of the service flexibility of start and finish times may be required. Flexible working arrangements with the need to work outside of normal working hours as required.

Required to undertake lone working outside of normal office hours on occasions. Required to work outside the office base on a regular basis.

PERSON SPECIFICATION

Post Title: Senior Finance Officer		Director/Service/Sector:	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> ● Degree or equivalent ● Detailed knowledge of funding rules and regulations in the learning and skills sector and how this applies to designing and costing a curriculum ● Financial management in the post 16 learning and skills sector ● NVQ Level 4 or equivalent in business or finance and/or 3 years' experience in a similar role ● Extensive knowledge of grant compliance requirements ● Extensive knowledge of grant management procedures within an accountable body setting. ● Extensive knowledge of budget setting and management. ● Extensive knowledge of financial administration procedures and systems 	<ul style="list-style-type: none"> ● Postgraduate qualification ● Project management qualification ● Management qualification ● Excellent knowledge of inspection frameworks ● Detailed knowledge of the learning and skills sector, inspection frameworks and how this applies to service development ● Knowledge of the quality, operational, procedural and practical issues relating to the service ● AAT or equivalent qualification ● Understanding of project application and approval procedures. ● Knowledge of Oracle E-Business 		
Experience			
<ul style="list-style-type: none"> ● Organisation of finances and resources in relation to teaching programmes within a range of education settings for young people and adults ● Experience of staff and performance management ● Experience of dealing effectively with others ● Experience of supporting staff to improve ● Track record of performing against challenging performance targets and deadlines ● Recent experience of working to a high level of autonomy ● Extensive recent experience of preparing complex grant claims to a very high level of accuracy and timeliness ● A minimum of 3 years' experience in a finance role. ● Extensive experience of dealing with project budgets ● Extensive experience of external grant funding regulations and programmes. ● Extensive experience of budget management within a public sector organisation ● Recent experience of working with Government Departments and outside bodies ● Recent experience in purchase order, invoicing and payment control ● Ability to make and implement decisions acting on own initiative ● Excellent attention to detail with the ability to work to a high level of accuracy for significant periods of time. 	<ul style="list-style-type: none"> ● Experience of collaborative working ● Experience of building partnerships ● Experience of the financial systems of the authority ● Experience of costing and timetabling large amounts of provision 		

Skills and competencies		
<ul style="list-style-type: none"> ● Advanced IT skills and able to effectively use IT to achieve work objectives. ● High level of planning and organisational skills against technical rules. ● Ability to work to deadlines and exact standards with a strong focus on completing and finishing. ● Ability to make sound financial decisions in the short and medium term which have longer term impacts ● Ability to work unsupervised and on own initiative and lead a team on complex issues. ● Ability to work accurately and effectively under pressure ● Excellent problem-solving skills with high level of numeracy to be able to understand and reason with complex business-related statistics ● Help create a positive work culture in which diverse, individual contributions and perspectives are valued ● Proactive and achievement orientated ● Excellent negotiation skills at all levels and able to persuade others to provide accurate and timely information. ● Excellent organisational skills with the ability to react quickly and handle a diverse workload. ● Excellent Interpersonal and communication skills to gain respect, trust and confidence of internal colleagues, senior managers, external funding agencies and project applicants. ● Well-developed networking, partnership and support skills. ● Analytical skills and an aptitude for developing solutions to problems. Numerate and skilled at analysing/reasoning with business related statistics. ● Dependable, reliable with a commitment to completing work on time. Ability to partake in and promote a culture of team working to achieve the agreed objectives. ● Able to coach and mentor staff to improve ● Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> ● Strong skills in at least two of the following disciplines: management information, project management, business development, financial management, education planning 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ● Periodically dealing with customers or staff who may be angry or difficult to manage ● Able to work under pressure ● Ability to remain calm and logical in stressful and difficult situations ● Ability to deliver challenging performance information and direct staff to improvement ● Self-motivated and ability to work with very little supervision ● Motivated to produce work to a very high level of accuracy ● Models and encourages high standards of honesty, integrity, openness, and respect for others. ● Promotes and encourages a partnership approach to working. 		

<ul style="list-style-type: none"> ● Proactive and achievement orientated ● Works within a culture of mentoring. 		
Other		
<ul style="list-style-type: none"> ● Committed to Equal opportunities ● Committed to Health and Safety ● Independently meet the travel requirements of the post across all Northumberland and out of county as and when required. 		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits