

Northumberland County Council  
DRAFT JOB DESCRIPTION

|   |                                       |   |                |                   |
|---|---------------------------------------|---|----------------|-------------------|
| <b>Post Title: ESIF Finance Officer</b>   |                                       | <b>Director/Service/Sector:</b> Place Directorate<br>Economy and Regeneration Service   |                | <b>Office Use</b> |
| <b>Grade: Band 7</b>  |                                       | <b>Workplace:</b> County Hall and other locations in accordance with the Council's Agile working policy.  |                | JE ref: 2509      |
| <b>Responsible to:</b><br>& Reporting Officer   | Senior Programme Finance Verification | Date: 14th April 2009<br>Amended 23 Aug 2010<br>Updated 25 May 2011<br>Updated 18 Jan 2012<br>Updated: 13 Nov 2012<br>Updated: 27 Nov 2018<br>Updated 13.05.19<br>Updated 23.08.19<br>Updated 12.09.19                    | Manager Level: |                   |
| <b>Job Purpose: To provide accurate and punctual financial and performance monitoring services for multi year externally and internally funded projects and programmes, which meet technical grant requirements and mitigate financial penalties to the Council.</b>  |                                       |   |                |                   |
| <b>Resources</b>  | Staff                                 | Will be required to advise, train, mentor and coach members of staff both within the Corporate Programmes team.<br>Will deputise for the Senior Programme Finance Verification & Reporting Officer (Team Leader)          |                |                   |
|   | Finance                               | Will have sole responsibility for the budget management and preparation of claims for projects with an average value of £1m<br>Will reconcile "ring fenced" fund budgets with a value of c£7m.<br>Will handle petty cash. |                |                   |
|   | Physical                              |   |                |                   |
|   | Clients                               | A wide variety of internal (cross departmental) and external clients (businesses, public sector partners and VCS organisations) Significant interaction with internal and external project managers.                      |                |                   |
| <b>The Post is funded via the European Regional Development Fund as part of the 2014-20 European Structural Investment Fund Growth Programme for England</b>  |                                       |   |                |                   |
| <b>Duties and key result areas:</b>   |                                       |   |                |                   |
| <ol style="list-style-type: none"> <li>1. Provide financial and monitoring services for programmes and budgets taking sole responsibility for specific projects.</li> <li>2. Have sole responsibility for the preparation of accurate and complex programme level claims for submission to external funders ensuring a very high level of accuracy at all times.</li> <li>3. To be the lead financial officer on specific multi year projects funded from European and national grants, ensuring that all technical financial and monitoring requirements are implemented</li> <li>4. Be solely responsible for the establishment, control and monitoring of multi year budgets for projects and programmes ensuring that the Councils Financial regulations are adhered to.</li> <li>5. Undertake quality control checks on financial and monitoring information provided by internal and external sources, referring back for correction when required.</li> <li>6. Calculate, prepare and negotiate project financial changes and variances with external funding providers</li> </ol> |                                       |   |                |                   |

7. Attend Strategic Management Groups providing advice on financial, compliance and performance matters
8. Manage external project audits, prepare information for the audit and lead on the provision of responses to audit queries.
9. Be responsible for the regular reconciliation of "ring fenced project funds"
10. Be responsible for the year-end closure of project accounts in accordance with the Councils financial procures
11. 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.
12. Have sole responsibility for the timely collation, compilation and submission of financial and monitoring information in relation to projects grant claims.
13. 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.
14. 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
15. Be responsible for the processing of payments, ordering of goods and services and invoicing in accordance with financial procedures and regulations.
16. Be responsible for the handling of the petty cash in line with financial regulations.
17. Deputise for the Team Leader (Snr Programme Finance Verification & Reporting Officer)
18. Support the work of the Economy & regeneration service

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 extent of the post and the grade has been established on this basis.

**Work Arrangements**

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| Transport requirements: | Will involve visits to projects off site.  |
| Working patterns:       | Flexible working arrangements with the need to work outside of normal working hours as required. |
| Working conditions:     | Office Based   |

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| <b>Post Title: : ESIF Finance Officer</b>  | <b>Director/Service/Sector:</b> Place Directorate<br>Economy and Regeneration Service,<br>Corporate Programmes & External<br>Funding                                  | Ref: 2509        |
| <b>Essential</b>   | <b>Desirable</b>  | <b>Assess by</b> |
| <b>Qualifications and Knowledge</b>  |   |                  |
| <ul style="list-style-type: none"> <li>● NVQ Level 4 or equivalent in business or finance and/or 3 years experience in a similar role</li> <li>● Extensive knowledge of grant compliance requirements for national and European programmes</li> <li>● Advanced specialist knowledge of the technical requirements for external funding including EU state aid and procurement regulations</li> <li>● Excellent knowledge of grant management procedures within an accountable body setting.</li> <li>● Extensive knowledge of the setup and maintenance of programme databases .</li> <li>● A good understanding of regional and local regeneration procedures, policies, and best practice.</li> <li>● Extensive knowledge of budget setting and management.</li> <li>● Extensive knowledge of financial administration procedures and systems</li> </ul>   | <p>AAT or equivalent qualification<br/>Understanding of project application and approval procedures.<br/>Knowledge of Oracle E-Business<br/>Knowledge of E-Claims</p> |                  |
| <b>Experience</b>  |   |                  |
| <ul style="list-style-type: none"> <li>● Recent experience of working to a high level of autonomy</li> <li>● Extensive recent experience of preparing complex grant claims to a very high level of accuracy and timeliness</li> <li>● A minimum of 3 years experience in a finance role.</li> <li>● Extensive experience of dealing with project budgets</li> <li>● Extensive experience of project management software systems</li> <li>● Experience of delivering work based training at a variety of levels</li> <li>● Extensive experience of external grant funding regulations and programmes.</li> <li>● Extensive experience of budget management within a public sector organisation</li> <li>● Recent experience in working collaboratively with other service departments</li> <li>● Recent experience of working with Government Departments and outside bodies</li> <li>● Extensive recent experience in purchase order, invoicing and payment control</li> </ul> | <p>Experience of online claims systems<br/>Training or coaching qualifications<br/>Knowledge of , ERDF, ESF</p>   |                  |

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| <b>Skills and competencies</b>  |   |  |
| <ul style="list-style-type: none"> <li>Ability to make and implement decisions acting on own initiative</li> <li>• Excellent attention to detail with the ability to work to a high level of accuracy for significant periods of time.</li> <li>• Excellent Negotiation skills at all levels and able to persuade others to provide accurate and timely information.</li> <li>• Advanced IT skills and able to effectively use IT to achieve work objectives.</li> <li>• Excellent organisational skills with the ability to react quickly and handle a diverse workload.</li> <li>• Excellent Interpersonal and communication skills to gain respect, trust and confidence of internal colleagues, senior managers, external funding agencies and project applicants.</li> <li>• Well developed networking, partnership and support skills.</li> <li>• Effectively expresses views using appropriate means depending upon the audience.</li> <li>• Analytical skills and an aptitude for developing solutions to problems.</li> <li>• Numerate and skilled at analysing/reasoning with business related statistics.</li> <li>• Prepare written, verbal and other literature to an appropriate professional standard.</li> <li>• Dependable, reliable with a commitment to completing work on time.</li> <li>• Ability to partake in and promote a culture of team working to achieve the agreed objectives.</li> </ul> | Supervisory experience of staff or identified packages of work.<br>ECDL |  |
| <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>• Needs to maintain general awareness, with lengthy periods of enhanced concentration</li> <li>• Needs to manage conflict</li> <li>• Needs to deal with periods of significant pressure during claim periods.</li> <li>• Flexible and innovative to respond to a wide variety of changing needs</li> <li>• Sympathetic to and tolerant of a wide range of personalities and abilities, whilst able to focus on requirements of performance and financial monitoring</li> </ul>   |   |  |
| <b>Motivation</b>   |   |  |
| <ul style="list-style-type: none"> <li>• Self motivated and ability to work with very little supervision</li> <li>• Motivated to produce work to a very high level of accuracy</li> <li>• Models and encourages high standards of honesty, integrity, openness, and respect for others.</li> <li>• Promotes and encourages a Partnership approach to working.</li> <li>• Proactive and achievement orientated</li> <li>• Works within a culture of mentoring.</li> </ul>  |   |  |
| <b>Other</b>  |   |  |
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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