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| **Job Description** |
| **Post title** | Finance and Administration Officer – DurhamEnable |
| **JE Reference No** | N11074 |
| **Grade** | Grade 7 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Education & Skills - Progression & Skills |
| **Reporting to** | Service Development and Quality Manager |
| **Location** | Your normal place of work will be Crook Civic Centre, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **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** | This post is funded through ESF as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The post is permanent. |

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| **Description of role** |

The post holder will undertake all financial duties related to the programme management functions for DurhamEnable acting as a key point of contact for financial matters for the programme. The post holder will also provide comprehensive administrative support to the DurhamEnable programme management team and be responsible for a variety of administration tasks to support the wider team.

They will ensure that all data and related tasks for the DurhamEnable project are collected and reported in the most efficient way, working closely with the management team to profile project performance within strict deadlines in order to complete regular monitoring claims for both finance and outputs.

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| **Duties and responsibilities** |

* To help establish and maintain monitoring and financial record-keeping and data validation systems for the programme including suggesting and developing improvements to existing systems.
* To provide advice on all financial aspects of the programme including producing reports regarding the financial position and assisting in the preparation of budgets.
* Preparing and updating accurate spend profile information and providing answers to general queries on all financial elements of the programme.
* To check and verify expenditure on the programme undertaking detailed checks of claim information to ensure compliance checking audit trails of project expenditure.
* To develop and maintain physical and electronic record keeping for the programme including financial record-keeping and data validation systems, developing improvements to existing systems.
* To prepare claims and monitoring information as required collating information from the project on spend and outputs, checking information provided and consolidating data to generate claims.
* To undertake a variety of programme administration tasks as required by the management function supporting the day-to-day operational delivery.
* Compiling and maintaining a suite of performance management reports for the DurhamEnable programme including performance indicators, registration/verification and progression for management information, planning and evaluation purposes.
* Establish good working relationships with a range of internal and external colleagues and partners.
* Have line management responsibility for the DurhamEnable Data and Administration Assistant.
* Operating a range of computer software such as MS Office including Word, spreadsheets and databases and online records managements systems to produce documents and information for the project.
* Respond to requests for advice and information from staff, service users and stakeholders with respect to the DurhamEnable programme.

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 the Service.

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| **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 chance 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 and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **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.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Qualified to Level 3 in a Financial or Business-related qualification.
 | * Association of Accounting Technicians or other relevant financial qualification.
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| Experience | * Experience of financial administration systems.
* Experience of establishing/maintaining monitoring and record-keeping systems.
* Experience of providing advice and guidance on financial records and assisting in the production of financial reports.
* Experience of analysing complex data and producing high level reports.
* Experience of developing data recording and monitoring systems.
* Experience in a range of administrative duties.
* Experience of delivering training.
 | * Experience of Local Government or other public sector financial systems.
* Experience of preparing European grant claims, or claims for similar grant-funding regimes.
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| Skills & Knowledge | * Concise and accurate verbal and written reporting skills.
* Excellent communication skills with the ability to develop good working relationships across the organisation and with stakeholders of varying levels
* Good numerical information analysis and presentation skills.
* Excellent attention to detail.
* Excellent ICT skills including the use of Microsoft Office.
* Knowledge of current government agenda for employment support.
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| Personal Qualities | * Ability to work effectively in a team, but also capable of individual initiative.
* Ability to carry out work with the minimum of supervision.
* Open to change and committed to innovative development.
* Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service.
* Flexible approach to working across the LA geography with access to a means of mobility transport Access (if driving then must have a current valid driving licence and appropriate insurance).
* Ability to work under pressure and to deadlines.
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