



European Union

European Regional
Development Fund



JOB DESCRIPTION

Post Title: Project Claim and Finance Officer	Director/Service/Sector: Regeneration, Commercial & Economy Economy & Regeneration Service Regeneration Finance and Performance Team		Office Use
Grade: Band 5	Workplace: County Hall & Locations in accordance with NCC's Agile Working Policy		JE ref: 4185 HRMS ref:
Responsible to: Finance & Claims Manager	Date: June 2022	Lead & Man Induction:	

Job Purpose: Manage and organise the provision of grant claims and general support to various projects through a team of support and ancillary staff. To manage and support the overall provision of an efficient and effective grant claim support service to Regeneration Finance & Performance Team. This post will support several projects within the service's significant delivery programme. To provide financial support to the Finance and Claims manager for the monitoring of the services Revenue and Capital budgets.

Resources	Staff	No direct management but significant coordination to agree and implement grant claim processes relating to externally funded projects. Liaising with and supporting senior officers. Providing financial support to service staff and advising on budget information.
	Finance	Handling cheques, invoices, grant claims and petty cash. Accounting for expenditure against allocated budgets and assist with funding bids.
	Physical	Careful use of PC. Shared responsibility for office equipment. Handling and processing significant bodies of corporate data. Ordering, stock control and accounting of expenditure against specified budgets.
	Clients	Provide advice and support and ensure compliance with relevant legislation, funding regulations, Council policies and procedures to a wide variety of external and internal organisations in receipt of grants.

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This post is part-funded by the North of Tyne Combined Authority

Duties and key result areas:

1. Be responsible for the monitoring and processing of a portfolio of ERDF funded grant claims, ensuring compliance with funding rules and regulations.
2. Take the lead and manage own workload to Plan and conduct Project Engagement Visits and Closure Visits for each successful grant application.
3. Interpret and communicate effectively to internal officers and external applicants the Funders rules and regulations and technical requirements.
4. Contribute to budget and project planning processes, monitoring progress against plans throughout the year with a view to achieving set business objectives.
5. Develop, update accurately and maintain project procedures and Council/Funder management information systems that support the aims of the project, service and organisation in a manner that ensures accuracy, confidentiality, rapid access and ease of use.
6. Be responsible for the production and update of electronic and paper-based Applicant files and any other format that is required by the Funder.

7. Take the lead on the management, input and reconciliation of project finance, outputs, milestones and key project outcomes in the Project Management System, Hanlon. Total of project values up to £10m.
8. Be able to competently produce project management information and reports in a timely manner at regular reporting periods and produce accurate ad hoc reports when required from Project Management System, Hanlon.
9. Be responsible for the administration role on the Project Management System, Hanlon. Setting up control procedures to ensure that Officers are given the appropriate access to the system. Ensuring that when Officer roles change permissions are amended or deleted and that the appropriate procedures have been followed and an audit trail is available.
10. Co-ordinate archive material as required using the central filing or specific information systems including sensitive and confidential information and ensure compliance with Funder requirements, GDPR and Data Protection Legislation.
11. Process and arrange payment of all invoices, total annual value of approx. £30m for the whole Service and arrange any urgent payment requests using the Council's Main Accounting System.
12. Be solely responsible for the accurate update of payments database.
13. To provide full financial support to the Finance and Claims Manager for the monitoring of the Service's Revenue and Capital Budgets. Producing timely and accurate transaction reports from the Main Accounting System, highlighting any anomalies and processing journals.
14. Be the first point of contact to respond to any queries relating to the payment of invoices for the whole Service.
15. Ensure accurate financial records are maintained. Complying with the Councils financial procedures and using the Councils financial software to undertake cash handling and processing of invoices and/or other financial documents as required
16. Observe strict confidentiality, exercise tact and discretion in carrying out tasks. Process and obtain confidential paper based or computerised information through creating and updating files, data input, data retrieval and filing in an accurate and timely way.
17. Support and take a lead in specific elements of communications and engagement activities such as workshops and conferences.
18. Use Office 365 and other relevant software to prepare project specific letters, reports, presentation and minutes and any other complex documentation as required in relation to projects.
19. Individually and as part of the team provide general project support, filing, handling mail, dealing with callers/visitors, filing, photocopying, collation, maintaining and issuing claims in accordance with Funder, corporate and service standards.
20. Provide support for specific professional, service led, or high-profile projects as directed.
21. Respond to more complex or detailed enquiries both verbally and in writing.
22. Accurately support the delivery of internal and external meetings as required. Taking and preparing minutes/Action Points and distributing other related correspondence including minutes and project specific reports.
23. Process non-ERDF grant claims for payment, reconcile errors and omissions and liaise with suppliers as necessary.
24. Deal with external sources (businesses, & other public bodies) providing advice on ERDF matters and resolving non-routine or contentious issues.
25. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Occasional need to travel to other service locations to provide cover, collect documents from Archives, attend training etc.
Working patterns:	37 hours per week, day work. Flexible working hours may apply if staff co-operate to provide cover.

PERSON SPECIFICATION

Post Title: Project Claim and Finance Officer	Director/Service/Sector: Place Directorate Economy & Regeneration Service Regeneration Finance and Performance Team	Ref: 4185
Essential	Desirable	Assess by
Qualifications and Knowledge		
A good general education demonstrating numeracy and literacy. NVQ Level 4 or equivalent in a business-related discipline	Understanding of project claims procedures. Knowledge of Oracle E-Business	
Experience		
Considerable experience in a similar role covering a broad range of support tasks and procedures Finance experience in the payment of invoices and purchase orders Experience of European Grant requirements Previous experience of supervising staff. Experience in using office applications on a personal computer. Managing a complex workload and monitoring and meeting deadlines.	Experience of the directorate's services. Experience using Microsoft Office or Office365 Experience of Funding regulations Experience of budget monitoring	
Skills and competencies		
Writes clearly, succinctly and correctly. Able to quickly and accurately manipulate numerical data using arithmetic functions. Ability to organise self and work without constant supervision. Skilled in using office applications on a personal computer. Able to apply technology in new work-related situations. Able to follow instructions and interpret procedures without constant supervision. Ability to form appropriate relationships quickly. Works in a systematic and orderly manner. Knowledge of a broad range of work-related tasks and procedures together with the operation of associated tools and equipment. Able to create management information reports.	Advanced skills in Microsoft Office.	
Physical, mental, emotional and environmental demands		
Usually works in a seated position. Some standing, walking, stretching or lifting. Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Contact with the public may result in some emotional demands. Minimal exposure to disagreeable, unpleasant or hazardous conditions.		
Motivation		

<p>A commitment to providing a quality administrative support service. Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude.</p>		
<p>Other</p>		

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