

JOB DESCRIPTION

Division / Department

JOB TITLE: Finance and Administration Officer

DIVISION: Jobs and Skills

GRADE: Band 8

RESPONSIBLE TO: Contract Officer

POST REFERENCE: 107590

Purpose of Post

- To effectively manage and update the administration, financial data and recording systems of delivery for Employment Projects.
- To provide the Contract Officers with accurate management information on key matters including performance, spend and outputs/results in a timely manner to support the effective management of the Employment Projects.
- To lead on the administration of the projects ensuring compliance with the eligibility for Funding and meeting the deadlines of the Contract Officers and Employment Coordinator
- To ensure evidence/claims submitted to the projects are audited for accuracy, processed within agreed timescales/procedures and checked against the requirements of the Council and Managing Authority.
- To ensure all of the financial paperwork and evidence from HBC and Sub-contractors are accurate to enable submission to the Managing Authority as part of the Quarterly Claim.

Key Relationships

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

Key Relationships

- Department of Work and Pensions
- Job Centre Plus
- Delivery Partners
- Tees Valley Combined Authority
- Employers
- Other Council Departments
- Participants

Main Duties and Responsibilities

- To manage and maintain the administrative and financial systems for the Employment Projects.
- To ensure the administration of the financial systems are in line with the financial regulations of the Council and contractual guidance from the Managing Authority.
- To support the Contract Officers with the Quarterly Claims and support with financial monitoring for the Employment Projects.
- To provide support to the Contract Officers and the Employment Co-ordinator with the monitoring of income and expenditure to ensure that all payments and receipts are processed in a timely manner and against targets.
- Provide accurate monitoring and performance information on Employment Projects to present to Contract Officers and Employment Coordinator.
- Lead on the day-to-day administration of the Employment Projects ensuring tasks are completed in an effective manner and information is quality checked to ensure compliance with the requirements of the funders and Service.

- Support the Contract Officers and the Employment Co-ordinator in the management of the project, including ensuring that monitoring returns are accurate, quality checked and are submitted within prescribed deadlines for the Employment Projects.
- To ensure all performance monitoring paperwork (CMRs) are checked, audited and collated on a quarterly basis by the appropriate deadline to allow submission to the Managing Authority.
- Liaise with the Council Finance Department on an ad hoc basis relating queries or payment information
- Any other duties of a related nature that might reasonably be required and allocated.
- To compile Contract Monitoring Reports on a monthly basis for each Delivery Partner and for the Overall Employment Projects.
- To ensure that the Policies and Procedures remain up to date and fit for purpose for each Delivery Partner and identify any issues to the Contract Officers.
- To provide accurate performance information to allow the submission of internal and external reports via the Employment Coordinator and within the appropriate deadlines for the Employment Projects.
- To complete a scheme of audit on all paperwork/documentation submitted to the Programme Management Team ensuring the information is accurate and evidence meets the requirements of the Managing Authority and Funding before updating the Project Spreadsheets.
- To allocate and check the work of the Support Officer to ensure they effectively complete all tasks and support the management of the Employment Projects

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2021

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.