



# European Union

European Structural  
and Investment Funds

Northumberland County Council

## JOB DESCRIPTION

<b>Post Title:</b> Finance Officer		<b>Director/Service/Sector:</b> Corporate Programmes & External Funding Team Economy and Regeneration Service, Place Directorate		<b>Office Use</b>
<b>Grade:</b> Band 6		<b>Workplace:</b> County Hall		JE ref: 2509
<b>Responsible to:</b> & Reporting Officer	Senior Programme Finance Verification	Date: 14th April 2009 Amended 23 Aug 2010 Updated 25 May 2011 Updated 18 Jan 2012 Updated: 13 Nov 2012 Updated: 27 Nov 2018 Updated :07 March 2019	Manager Level: 3	
<b>Job Purpose: To provide financial and project monitoring services to the corporate programmes and external funding team. To provide financial support for externally and internally funded projects.</b>				
<b>Resources</b>	Staff	Will be required to advise, train, mentor and coach members of staff both within the Corporate Programmes team.		
	Finance	Will have responsibility for the budget management and preparation of claims for projects with an average value of c£500k Will reconcile "ring fenced" fund budgets with a value of c£7m. 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>Duties and key result areas:</b>				
<ol style="list-style-type: none"> <li>1. Provide financial support services for corporate programmes and budgets taking sole responsibility for specific projects.</li> <li>2. Prepare programme level claims for submission to external funders.</li> <li>3. Act as the lead officer on specific projects for European grant financial requirements within the team ensuring that all current requirements are understood and implemented</li> <li>4. Provide advice, support and training to managers and officers in the implementation of robust financial systems and technical requirements for grant funded projects managed by the service..</li> <li>5. Interpret 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.</li> <li>6. Establish and maintain paper and electronic files which meet with external funders audit requirements, data protection requirements and minimise risk to the Accountable Body</li> <li>7. Establish, control and monitor budget codes for projects and programmes within corporate programmes.</li> <li>8. Be responsible for the processing of payments, ordering of goods and services and invoicing in accordance with financial procedures and regulations.</li> <li>9. Have responsibility for the collation, compilation and submission of financial information in relation to projects grant claims.</li> <li>10. Reconcile "ring fenced funds" operated by corporate programmes.</li> <li>11. Arrange project audits, prepare information for the audit and respond to audit queries.</li> </ol>				



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12. Be responsible for the handling of the petty cash in line with financial regulations.
13. Support the work of the wider corporate programmes and external funding team.

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

Transport requirements:	Will involve occasional 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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### PERSON SPECIFICATION

<b>Post Title:</b> : Finance Officer	<b>Director/Service/Sector:</b> Corporate Programmes & External Funding – Economy and Regeneration Service, Place Directorate	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>• Excellent knowledge of programme databases .</li> <li>• A good understanding of regional and local regeneration procedures, policies, and best practice.</li> <li>• Excellent knowledge of compliance requirements for funding programmes and thorough understanding of income, costs and expenditure</li> <li>• Well developed knowledge of financial administration procedures and systems</li> </ul>	AAT or equivalent qualification Understanding of project application and approval procedures. Knowledge of Oracle E-Business Knowledge of EU State Aid and procurement regulations Knowledge of Grant Management procedures within an accountable body setting	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• A minimum of 3 years experience in a finance role.</li> <li>• Experience of delivering work based training at a variety of levels</li> <li>• Significant experience of external grant funding regulations and programmes.</li> <li>• Significant experience of budget management within a public sector organisation</li> <li>• Recent experience in working collaboratively with other service departments</li> <li>• Significant recent experience of grant claim procedures for external funding.</li> <li>• Significant recent experience in purchase order, invoicing and payment control</li> <li>• Significant experience of dealing with project budgets</li> <li>• Significant experience of project management software systems</li> </ul>	Experience of online claims systems Training or coaching qualifications Knowledge of , ERDF, ESF	
<b>Skills and competencies</b>		



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<ul style="list-style-type: none"> <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>• Excellent Negotiation skills at all levels and able to persuade others to an alternative point of view.</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>	<p>Supervisory experience of staff or identified packages of work. ECDL</p>	
<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 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>• 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