**JOB DESCRIPTION**

**Post Title:** ERDF Business Growth Administration Support Officer

**Post Reference:** TVCA

**Grade:** E

**Duration:** Fixed Term up to 30 June 2023

**Responsible to:** ERDF Business Growth Project Co-ordinator

## Job Purpose

The post holder will provide the Tees Valley ERDF Business Growth team with administrative and financial administrative support, to ensure the successful delivery and compliance, within the European Regional Development Fund programme 2014 to 2020.

Support will be provided from project delivery to closure and will include assisting with the setting-up and administering the project to meet the requirements of the Tees Valley Combined Authority’s Assurance Framework and the requirements of the European Structural and Investment Fund.

Duties & Responsibilities

1. Provide appropriate administrative and financial administrative support to the ERDF Project Team.
2. Assist in the development and maintenance of appropriate systems, policies and procedures.
3. File/photocopy all documentation pertaining to the project and ensure appropriate record keeping as required.
4. Provide administrative support for claims and monitoring processes.
5. Provide administrative support for audit processes and Project Inception Visits.
6. Input data/information into the required systems and ensure appropriate maintenance of the data and systems.
7. Act as a point of contact for delivery partners, as required.
8. Organise internal/external meetings, as required.
9. Format and present a range of documentation.
10. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
11. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
12. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements.