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| **Job Description** |
| **Post title** | Resource Assistant |
| **JE Reference No** | N10440 |
| **Grade** | 5 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Progression and Skills |
| **Reporting to** | The post holder will be responsible to the Resource Coordinator. The post holder will be required to establish positive working relationships with colleagues within the Progression and Learning team, and with a wide range of suppliers to the programme. |
| **Location** | Your normal place of work will be Civic Centre, Crook, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a 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. |
| **Relevant to this post** | This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2021. |

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| **Description of role** |

The post holder will undertake financial and administration duties relating to the purchasing and claims processing for the programme, including the DurhamWorks Flexible Fund payments.

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| **Duties and responsibilities** |

• Support responses to requests for advice and information from managers and staff with respect to the administration of expenditure for the DurhamWorks claim.

• Support the implementation of systems and administration processes for the ordering of goods and equipment together with payment of invoices for the DurhamWorks claim, in accordance with County Council’s Financial Systems and Standing Orders.

• Ensure ordering of goods, receipting and payment of invoices are within timescales and in accordance with procedures to ensure continuity of the programme.

• Maintain and store confidential information relating to the programme and ensure the archiving and or destruction criteria is applied when appropriate.

• Ensure that financial records are processed, recorded and monitored.

• Check all expenditure information provided is eligible and all paperwork is complete in line with the DurhamWorks guidance.

• Collate claim information and support the timely completion of the monthly DurhamWorks claim

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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 | BTEC National, NVQ Business Administration Level 3 or equivalent |  |
| Experience | • Experience of financial administration systems• Experience of establishing/maintaining monitoring and record-keeping of systems. | • Experience of Local Government or other public sector financial systems• Experience of preparing European grant claims or claims for similar grant-funding regimes. |
| Skills & Knowledge | • Good at dealing with numerical information • Ability to work effectively in a team, but also capable of individual initiative• Excellent ICT skills including the use of Microsoft Office. |  |
| Personal Qualities | • Ability to work effectively in a team• Ability to carry out work with the minimum of supervision• Able to relate well and quickly to other team members and people from other organisations• Open to change and committed to innovative development• Ability to work under pressure and to deadlines• Holds high aspirations for young people/young adults. | • Innovative and prepared to see things through.• Prepared to learn new skills. |