**PERSON SPECIFICATION**

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| **Post Title: Claims and Monitoring Officer** |  |

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| Qualifications and Experience | | | |
| Criteria | Essential | Desirable | Method of Assessment |
| **Qualifications and Education** | Educated to Graduate level in a relevant discipline or an equivalent level of demonstrable direct work related experience. | A recognised professional qualification in a directly related area of work. | Application form |
| **Experience and knowledge** | A sound knowledge, understanding and use of financial and management information systems, particularly in relation to use of various forms of public funding, grants etc. (e.g. System K, MCIS, etc)  Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).  Experience recording, evidence keeping and submission of claims and financial information to meet requirements.  Experience setting up and operating programme management support systems. | Demonstrable experience of working within economic development.  Demonstrable experience of working with different funding streams including UK national and European (e.g ERDF, ESF etc.)  Demonstrable experience of managing capital and revenue funding.  Experience of co-ordinating, monitoring and auditing of funding programmes in a multi-disciplinary partnership environment.  Experience of working with project sponsors and funding partners, including Government Departments. | Application and interview |
| **Skills** | Ability to administer complex projects and programmes in a partnership setting with tight deadlines.  Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.  Proven competency to collate, interpret and communicate complex technical information to assist senior management in the development of strategy and investment planning.  Proven competency in the financial administration of complex projects and/or programmes.  Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.  Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner. | Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations.  Good formal presentation skills.  Proven competency of report writing within a partnership context. | Application and Interview |
| **Personal Attributes** | Strong Self-motivation and a ‘can do-attitude’.  Highly organised and flexible to manage several ongoing tasks.  Produces work to a high standard and motivates others to do likewise.  Organised, adaptable and responsive to change. |  | Interview |