

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Quality and Finance Officer		Director/Service/Sector: Employability Team, Learning and Skills Service		Office Use
Grade: 5		Workplace: Morpeth County Hall		JE ref: 3871
Responsible to: Employment and Contracts Lead				
Job Purpose: To provide accurate and punctual financial and performance monitoring services including administration and compliance support across all employment programmes. Provide robust claims and evidence to external stakeholders to ensure payment of grants and/or income ensuring effective financial monitoring and quality assurance processes are in place, ensuring the mitigation of any financial penalties or extrapolation to NCC.				
Resource	Staff	Apprentice and Employment and Skills Support Assistant		
	Finance	Responsible for the preparation and submission quality assurance and monitoring of financial returns and audits for Employment Programmes circa claims up to £750,000 p.a. Will have sole responsibility for the preparation of claims for all external grant and contract funding and employment programme income. Will handle, distribute and be responsible for petty cash across the team. Manages the ordering, invoicing and payment for project expenditure with a value of circa £150,000 pa. Will provide administrative and customer service support to the wider Employability Team		
	Physical	To handle archives and significant volumes of financial records, staff data and financial data. To operate key corporate systems particularly finance systems to ensure that service needs and corporate compliances are met.		
	Clients	A wide variety of internal (cross departmental) and external clients (government departments, funders, businesses, public sector partners and Significant interaction with colleagues internally and external project managers and key finance staff.		
Duties and key result areas:				
<div>1. Ensure verification and quality assurance protocols are followed adhering to Prime Provider and DWP deadlines.</div> <div>2. Undertake quality and compliance checks on Employment Advisor caseloads and participant files (both manual and electronic) to ensure robust compliance and quality assurance in line with programme requirements.</div> <div>3. Assist Employment Programme managers to provide financial and administrative support services for all employability programmes within the service</div> <div>4. Lead and carry out a schedule of formal staff performance reviews, appraisals, audits, and observations</div> <div>5. Drive staff performance to meet programme outcomes and standards. Lead, motivate and support staff to achieve performance and quality levels.</div> <div>6. Have sole responsibility for the timely collation, compilation and submission of financial and monitoring claims and information in relation to external grant claims, liaising with accountancy professionals as required to provide performance information.</div> <div>7. Collection and verification of evidence to support monthly claims and quarterly claims and any external audits e.g. participant expenses, timesheets, mileage forms, salary information and staff expenses.</div> <div>8. Implementation of robust financial, administrative, and quality assurance systems for externally grants or income funded programmes.</div> <div>9. Responsible for checking outcome/results/payment evidence and entering data into MI systems as required.</div> <div>10. Maintain accurate appropriate administrative records, so that information and statistical data is available when required and ensuring consistency of systems.</div> <div>11. Implement financial processes and procedures which meet the compliance requirements of external funding providers and Prime Providers adhering to NCC accounting and financial regulations.</div> <div>12. Establish and maintain paper and electronic files which meet with external funders/Prime Providers audit requirements and data protection requirements.</div>				

13. Prepare transaction reports for projects and programmes within all employability programmes informing senior management of any anomalies or issues.
14. Be responsible for the processing of payments, ordering of goods and services and invoicing in accordance with financial procedures and regulations.
15. Prepare information for audits and quality assurance checks and respond to audit and compliance queries.
16. Ensure archiving procedures are followed and records are accurately maintained.
17. Be responsible for the handling and administration of the offices petty cash to Employment coaches and staff in line with NCC financial regulations (up to £10,000)
18. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
19. Other roles and responsibilities commensurate with the post.

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 grade of the post.

The post is subject to a satisfactory disclosure from the Disclosure and Barring Service

Work Arrangements

Transport requirements: Working patterns: Working conditions:	Will involve occasional visits to Northumberland Skills campuses and offices across Northumberland and attendance at local and regional meetings Flexible working arrangements with the occasional need to work outside of normal working hours as required. Office Based
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Northumberland County Council
PERSON SPECIFICATION

Post Title: Finance and Administrative Officer		Director/Service/Sector: Learning and skills Service, Employability Team		Ref:	
Essential		Desirable		Assess by	
Qualifications and Knowledge					
<ul style="list-style-type: none">● Knowledge of the quality, operational, procedural and practical issues relating to the service● NVQ Level 3 or equivalent in business or finance and/or 3 years' experience in a similar role● Extensive knowledge of grant compliance requirements● Excellent knowledge of programme databases.● Knowledge of compliance requirements for national and European programmes● A thorough understanding of income, costs and expenditure● Extensive knowledge of financial administration procedures and systems		<ul style="list-style-type: none">● A good understanding of regional and local regeneration procedures, policies, and best practice.● Knowledge of Oracle E-BUSINESS			
Experience					
<ul style="list-style-type: none">● A minimum of 3 years' experience in a finance role.● A minimum of 3 years' experience in a administrative role● Budget management understanding within a public sector organisation● Recent experience in working collaboratively with other service departments or agencies● Significant recent experience in purchase order, invoicing and payment control		<ul style="list-style-type: none">● Experience of external grant funding regulations and programmes.● Experience of grant claim procedures for external funding●			
Skills and competencies					
<ul style="list-style-type: none">● IT skills and able to effectively use IT to achieve work objectives.● Excellent organisational skills with the ability to react quickly and handle a diverse workload.● Excellent Interpersonal and communication skills to gain respect, trust and confidence of internal colleagues, senior managers, Prime Providers and external funding agencies.● Effectively expresses views using appropriate means depending upon the audience.● Analytical skills and an aptitude for developing solutions to problems.● Numerate and skilled at analysing/reasoning with business related statistics.● Prepare written, verbal and other literature to an appropriate professional standard.● Dependable, reliable with a commitment to completing work on time.● Ability to partake in and promote a culture of team working to achieve the agreed objectives.		ECDL			

Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Normally works from a seated position with some need to walk bend or carry items • Needs to maintain general awareness, with lengthy periods of enhanced concentration • Needs to deal with periods of significant pressure during claim periods. • Flexible and innovative to respond to a wide variety of changing needs • Sympathetic to and tolerant of a wide range of personalities and abilities, whilst able to focus on requirements of performance and financial monitoring 		
Motivation		
<ul style="list-style-type: none"> • Models and encourages high standards of honesty, integrity, openness, and respect for others. • Promotes and encourages a Partnership approach to working. • Proactive and achievement orientated • Works within a culture of mentoring. 		
Other		

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