

JOB DESCRIPTION

Post Title: Programme Finance Officer		Director/Service/Sector: Economic Dev. & Regeneration / Design Team		Office Use
Grade: Band 5		Workplace: County Hall		JE ref: 2633
Responsible to: Quantity Surveyor		Date: December 2024	Manager Level:	HRMS ref:
Job Purpose: To assist the Capital Project Team in the delivery of an effective Programme Management Function				
Resources:	Staff	None.		
	Finance	The provision and management of financial and project data relating to the Capital & Change Programme.		
	Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information. Ordering and stock control. Moving of physical files for storage of retained contract/building information.		
	Clients	Internal NCC and external clients, such as consultants, contractors and funding bodies.		
Duties and key result areas: <ol style="list-style-type: none">Interrogate financial information systems to provide regular and ad-hoc reporting to meet the needs of the capital programme management team. Creating complex spreadsheets, collating and analysing data.Assist in the budgetary control process; attend regular budget monitoring meetings and provide financial and other background information to enable Project Managers to adhere to approved budgets.Investigate and correct coding errors within financial systems, working in conjunction with Project Managers, external consultants and accountancy staff.Prepare orders from contract documentation, process accounts for payment, reconcile errors and omissions and liaise with suppliers as necessary. Ordering a wide and high value range of equipment and suppliers.Account for and reconcile interim payments on construction schemes ensuring that contract sums are not exceeded, and audit trails are maintained.Ensure compliance with year-end procedures. Calculate slippage and compile creditor schedules for the capital programme.Monitor professional fees for the capital programme from both external consultants and NCC staff. Ensure fee claims are up to date and adhere to budgets.Recover contributions to capital schemes from third parties and ensure reconciliation of accounts.Co-ordinate purchase orders and payment thereof for services to be provided by external consultants on projects.Ensure all projects created within e-Business Oracle are approved by the appropriate authorisation level (e.g. Capital Strategy Group, Directors) and agreed budgets are profiled in accordance with works programmes. Liaise with Project Managers to amend budget profiles following changes to work programmes.Assist Design Team members with project and site-based activities as required.Independently review, develop and implement improvements to administrative and financial systems to meet the changing requirements of the service. All in accordance with Lean thinking, best practice and financial regulations.Respond to more complex or detailed enquiries both verbally and in writing as required and assist with programme information queries.Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine queries and problems.Processing and recording of interim and final contract valuations for internal and external projects.Prepare material for committees, working groups and team meetings. E.g. take and issue meeting minutes as required, particularly for project monitoring meetings.Collate capital review forms; compile programme updates and issue progress sheets to external consultants. Produce project management and monitoring documentation for all capital and revenue projects.Assist in the e-procurement process and production of quotations and tender documents.Contribute to the induction, training and development of less experienced colleagues, acting as coach and mentor as necessary.				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other 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:	May be required to travel to other service locations to assist colleagues, attend training, etc. On occasion may be required to attend external meetings and conferences and retrieve archived documentation as necessary. May need to visit sites as and when necessary.
Work patterns:	37 hours per week, day work. Flexible working hours may apply if colleagues co-operate to provide cover.
Working conditions:	<p>Mainly internal but some visits to construction sites.</p> <p>Leave may be restricted due to service needs particularly in March and April due to end-of-financial-year duties relating to the role.</p> <p>Hybrid-working is currently utilised by the team, with a minimum of one fixed team day in the office. This is subject to change as the Department dictates and in-office working hours and days could be increased. Home working is permitted on other days, in-line with changing service needs, however, hot-desking workstations are available at County Hall, and other NCC locations, on non-team office days.</p>

PERSON SPECIFICATION

Post Title: Programme Finance Officer	Director/Service/Sector: Economic Dev. & Regeneration / Design Team	Ref: 2633
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • A good general education demonstrating numeracy and literacy. • NVQ Level 4 or equivalent in a business / finance related discipline. • Advanced skills in the use of spreadsheets in Microsoft Excel. • Basic Knowledge of general building activities. 	<ul style="list-style-type: none"> • Member of Accountancy Technicians or has accountancy experience. • A knowledge and understanding of the Design Team and Directorate's services. • Knowledge of good customer service practice. 	(a,i,r,o)
Experience		
<ul style="list-style-type: none"> • Considerable experience in a similar role covering a broad range of support tasks and procedures • Experience of the capital budget setting and monitoring process. • Experience in the production and interpretation of financial reports. • Experience of working in a project orientated environment. • Experience in using office applications on a personal computer including Microsoft Office and bespoke databases. • Telephone experience including dealing with people in difficult situations. • Experience of raising purchase orders using finance software. 	<ul style="list-style-type: none"> • Experience in the use of Oracle e-Business. • Experience in working in a support role in the construction industry. • Experience of the Design Team and Directorate's services. • Ability to deal with staff across all levels and disciplines. • Experience of information gathering and research. 	(a,i,r,o)
Skills and competencies		
<ul style="list-style-type: none"> • Writes clearly, succinctly and correctly, able to quickly and accurately manipulate numerical data using all arithmetic functions. • Ability to follow instructions and procedures, organise self and work without constant supervision. • Skilled in using office applications on a personal computer and able to apply technology in new work-related situations. • Ability to form appropriate relationships quickly, having a stable, even temperament and helpful manner. • Works in a systematic and orderly manner and has ability to cope with pressure. • A flexible attitude to accommodate workload peaks and maintain service provision and ability to empathise with customers and identify their needs. • Knowledge of a broad range of work-related tasks and procedures together with the operation of associated tools and equipment. 	<ul style="list-style-type: none"> • Advanced skills in Microsoft Office. • Accustomed to using Technology Forge or other Property Management Systems. 	(a,i,r,o)

Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Usually works in a seated position. Some standing, walking, stretching or lifting. • Continuous and prolonged periods of concentrated mental attention with frequent pressure from deadlines, interruptions and conflicting demands. • Contact with the public and other service users may result in some emotional demands. • Occasional site visits resulting in exposure to disagreeable, unpleasant, or hazardous conditions. 		(i,r)
Motivation		
<ul style="list-style-type: none"> • A commitment to providing a quality project support service. • Reliable and keeps good time. • Self-motivated, adaptable and resourceful; demonstrates integrity and upholds values and principles. • Promotes equal opportunities and diversity in all aspects of work. • Appropriately follows instructions to achieve set objectives, demonstrates service and customer orientation. • Works collaboratively to achieve team spirit. • Adapts to change by adopting a flexible and cooperative attitude. 		(i,r)
Other		
<ul style="list-style-type: none"> • To meet the transport requirements of the post. 		
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.		

