

- JOB DESCRIPTION

Post Title: Programme Performance and Assurance Officer		Director/Service/Sector: Executive Director of Regeneration, Commercial and Economy Borderlands Inclusive Growth Deal		Office Use
Grade: Band 9		Workplace: tbc		JD Ref :3613
Responsible to: Borderlands PMO Manager		Date: March 2024	Manager Level:	
<p>Job Purpose: Using a high degree of autonomy and initiative manage the finance, monitoring, compliance and performance reporting function for the Borderlands Inclusive Growth Deal working closely with Northumberland County Council and Dumfries and Galloway Council as Accountable Bodies to the Borderlands Deal</p> <p>To provide professional advice and support with respect to compliance matters for grant claims and performance monitoring returns for the 10 year deal. Act as the principal financial and monitoring officer within the Programme Management Officer and liaise with UK Government and Scottish Government finance teams to provide regular reporting and financial forecasts and profiles.</p>				
Resources	Staff	To oversee the financial reporting work of two Programme Officers as part of a matrix management model		
	Finance	Will have responsibility for the budget management for the Borderlands Partnership and review and authorisation of grant claims up to a value of £30m. The Partnership core budget is up to £1m in value and has responsibility for petty cash.		
	Physical			
	Clients	A wide variety of partnership officials including the finance teams of Northumberland County Council and Dumfries and Galloway Council, funder (UK Government and Scottish Government) and project applicants from the public, private and vcs sectors.		
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Assist in the direction and fully manage where appropriate a team through an effective approach to performance management and appraisals that ensures performance objectives are met. 2. On behalf of the Partnership, assist in leading the delivery and management of the finance, monitoring, compliance and performance reporting function. 3. Represent the Partnership at a senior level at external strategic funding meetings in respect of multi-year programmes 4. Work with the legal and finance management services within the two Accountable Bodies to ensure the Deal is managed and reported on correctly including the preparations for year end reporting. 5. Effectively manage the use of resources to ensure maximum effectiveness and efficiencies are achieved. 6. Be responsible for the achievement of performance requirements with respect to the timely submission, accuracy and quality of claims and monitoring returns submitted to external funding providers. 7. Manage and for high value strategic programmes undertake the compilation and submission for programme grant claims 8. Undertake management and review checks on project grant claims processed by staff within the team. 9. On behalf of the Partnership act as the lead liaison officer with external funding providers with respect to financial and reporting matters 10. Manage the establishment, control and monitoring of budget codes for projects and programmes within PMO, ensuring that internal governance and reporting requirements have been met. 11. Assist with the management of the annual budget setting process, monitoring and year end closure for all budgets for both revenue and capital programmes 12. Provide professional advice and reports to the PMO and Programmes managers and Director on the financial position for programmes and core budgets within the service, identifying areas of concern and providing solutions. 				

13. Lead the development and implementation of robust financial and monitoring systems for the Deal projects and programmes.
14. Provide professional and technical advice and guidance to Project Managers on compliance requirements in respect of grant conditions,
15. Manage the procurement, establishment and enhancements for Programme Management databases.
16. Implement training across the service with respect to financial, monitoring and compliance matters.
17. Manage and design the provision of internal performance reports which enable decisions to be made by Project Managers, Senior Managers, Directors and Members.
18. Manage the undertaking of Project Engagement and Monitoring Visits ensuring that quality thresholds are met, formal reports are completed, and any actions implemented. This will include oversight of the overall schedule of activity for projects.
19. Manage the payments schedule for all grant claims in accordance with delegated limits
20. Manage and reconcile all “ring fenced funds” operated by the Economy & Regeneration service
21. Manage the archive programme for the service.
22. Act as principal liaison in respect of all project and programmes financial audits.
23. Manage the petty cash
24. Manage the responses to issues raised by internal and external audit.
25. Deputise for the PMO Manager both internally and externally as required.
26. Support the work of the Borderlands Partnership in a management capacity

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 extend of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Will involve visits to projects off site.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	The Borderlands Team is located across the five authority areas with significant working from home.

PERSON SPECIFICATION

<p>Post Title: Programme Performance and Assurance Officer</p>	<p>Director/Service/Sector: Finance Team Economy & Regeneration Service Place Directorate</p>	<p>Ref:3613</p>
<p>Essential</p>	<p>Desirable</p>	<p>Assess by</p>
<p>Qualifications and Knowledge</p>		
<ul style="list-style-type: none"> ● Degree or equivalent qualification in a relevant area ● Extensive knowledge of grant management procedures within an accountable body setting. ● A well-developed understanding of regional and local regeneration procedures and policies ● Extensive knowledge of compliance requirements for a wide range of national funding programmes ● Excellent knowledge of financial administration procedures and systems within a public organisation ● Knowledge of Staff Development and Performance appraisal procedures within a public sector organisation 	<p>Knowledge of Oracle E-Business A professional Accountancy Qualification Evidence of CPD</p>	
<p>Experience</p>		
<ul style="list-style-type: none"> ● Significant experience in a financial management role within a public sector organisation ● Significant experience of external grant funding regulations and programmes. ● Significant experience of budget management, control and variance reporting for Senior Management use ● Significant experience of grant claim procedures for large external funding programmes ● Significant experience of staff management including performance appraisals and technical training and development ● Significant experience in the development and implementation of project monitoring systems ● Significant Experience in supervision of purchase order, invoicing and payment control ● Experience of the development of project management software systems 	<p>Experience of PMS and MCIS</p>	
<p>Skills and competencies</p>		
<ul style="list-style-type: none"> ● Ability to lead and manage a team of professional, technical and administrative staff ● Ability to identify priorities and manage and allocate work to meet tight deadlines. ● Advanced 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 and complex portfolio of multi year projects & programmes ● Excellent interpersonal and communication skills to relate effectively to and command respect, trust and confidence of internal colleagues and Senior 		

<p>Managers, officers within external funding agencies, project applicants, Council members and other stakeholders.</p> <ul style="list-style-type: none"> • Well-developed networking, partnership and support skills. • Effectively expresses views using appropriate means depending upon the audience. • Strong analytical skills and an aptitude for developing solutions to problems. • Numerate and skilled at analysing/reasoning with complex business related statistics. • Advanced written skills with an aptitude to effectively make funding justifications and activity descriptions. • Persistence in applying a methodical approach to problem solving. • Negotiation skills and able to persuade others to an alternative point of view. • Maintains a professional demeanour in stressful and difficult situations. • Ability to work methodically, systematically to a high degree of accuracy • Ability to analyse regulations and develop and implement systems which ensure compliance with these • Able to apply own initiative to overcome operational problems. • Proactive and achievement orientated 		
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 • Ability to deal with clients who can be in conflict with the Partnership 		
Motivation		
<ul style="list-style-type: none"> • Highly motivated with the ability to motivate others • 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 with little direct supervision. 		
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