

JOB DESCRIPTION

Job Title: Finance Officer – High Growth		
Business Unit: Operations	Section: Finance	Salary: £30,000 Fixed Term

Job Purpose: To support the effective financial management of the ERDF High Growth project, including analysis and reporting of financial information with particular emphasis on grant claim production, ensuring that requirements of the funding body in respect of financial controls and submissions are met.

<p>Main Duties and Responsibilities:</p> <p><i>Grant-related</i></p> <ul style="list-style-type: none"> • Manage and coordinate grant funding streams, including the completion of claims, in line with funders' systems and regulations • Provide monthly updates on project performance to project managers • Work with operational staff to ensure compliance of grant claims with the terms and conditions of the relevant funding bodies • Be a point of reference for, and provide proactive guidance to colleagues regarding funding sources including implementation of the requirements of funding bodies • Maintain reports for match funding, overhead apportionment and cross company recharges to assist with the production of grant claims and management information. <p><i>General</i></p> <ul style="list-style-type: none"> • Monitor grant income and expenditure in accordance with Growth Platforms financial systems and policies and report variances to the Finance Manager for action. • Operate a well-controlled payroll system including all 3rd party payments, by liaising with Growth Platform's outsourced payroll provider to adhere to the processing deadlines. Reconcile payroll reports and provide the necessary grant claim evidence in accordance with funding bodies requirements. • Contribute to the business planning process by providing intelligence on grant funding streams • Develop a thorough understanding of the workings of grants, covering finance, output and outcome requirements and produce detailed guidance notes for others

<p>Person Specification:</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Holding an accounting qualification or studying towards one would be an advantage but this role requires specific and relevant experience and this will be taken into consideration in the selection process. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Essential

- Experienced user of MS Office, and Excel in particular.
- Experience of multi-funded, multi-partner programmes.
- Experience of Audits for publicly funded projects.
- Outsourced payroll experience.
- Experience of working in a financial environment
- Experience of providing & interpreting financial information for operational budget holders
- Desirable
 - Experience of using IRIS Exchequer Accounting packages (or similar)

Skills

- High level of numeracy and literacy
- Excellent communication skills, with the ability to explain finance and financial requirements to non financial managers in plain language
- Ability to work to tight deadlines
- Advanced user of Microsoft Excel
- Excellent written and oral presentation skills
- Excellent organisational skills with the ability to prioritise workload
- Ability to work both as part of a team and on own initiative, with a proven ability to problem solve

Post reports to: Finance Manager

Staff directly managed: None

This post is part funded by the European Regional Development Fund



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