SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

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| Directorate: | Economic Growth & Housing | Location: | | Any location within the Borough |
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| Department: | Employment & Learning | Post No. | | POSN413430 |
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| Section: | Sefton@Work | JE No: | |  |
|  |  |  | |  |
| Post: | Funding Assistant (Employment & Learning) | Grade: | | F |
|  |  |  | |  |
| Responsible to: | Compliance & Performance Manager | |  |  |
|  |  |  | |  |
| Responsible for: | N/A |  | |  |
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**JOB PURPOSE**

To assist in the effective financial control, flow and input of outputs and other management information regarding Sefton@Work requirements.

**RESPONSIBILITIES**

1. Implement agreed systems to record and monitor the financial control of the Sefton@Work initiative including invoice processing, budget monitoring and output collation, input and recording.
2. Assist with collection and collation of financial and management information from staff on a monthly basis, input onto systems as appropriate, and verify the authenticity of information at regular intervals.
3. To help manage the Employability Fund budget, including the processing of applications, orders and invoices in accordance with local authority financial regulations and standing orders.
4. Scrutinise all financial expenditure, claims and invoices to ensure eligibility of expenditure and compliance with Standing Orders and Financial Regulations and all relevant funding criteria.
5. Produce timely and accurate financial and statistical management information on the delivery of Sefton@work, including company, participant data and output achievement.
6. Provide regular reports to the Management team on programme performance with respect to financial performance and achievement of targets.
7. Devise and implement systems to capture data on outputs and outcomes of the initiative and report and recommend on action interventions to avoid under-performance.
8. Ensure that all information held on the financial performance of the project is accurate and fully confidential.
9. Assist the team to produce all claims documentation to the relevant funding bodies, ensuring the accuracy and integrity of financial and statistical information.
10. Actively promote the provision of equality of opportunity within the initiative and promote non-discriminatory practices in all aspects of the work undertaken.

**LEADERSHIP**

**Must demonstrate the following leadership competencies:**

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Work corporately as well as collaboratively with partners.

Communicate effectively.

Focus on excellence.

Develop self and others.

Personal resilience.

**BEHAVIOURS**

Must demonstrate the following behaviours:

Provide support with a view to improving quality.

Provide appropriate and constructive challenge.

Support a culture that looks for understanding and solutions.

Visibly and positively respect and value staff.

Communicate a consistent and clear message throughout the Council and with partners.

Respect, listen to and value others views.

Maintain a customer focus with a relentless pursuit of excellent outcomes.

Have collective integrity and responsibility.

Endeavour to improve outcomes for the communities of Sefton.

To ensure the provision of services within an equalities framework.

**PERSONAL MANAGEMENT**

The postholder will :

Take responsibility for personal professional development and undertaken any necessary training associated with the post.

Understand and comply with the Council’s policies on equal opportunities, data protection, the environment and health and safety.

Understand and comply with professional standards and ethics

**GENERAL**:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

A flexitime scheme is currently in operation

Work outside normal office hours may be required

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by**:

**Name** Gary Byrne

**Designation** Compliance & Performance Manager

**Date** 17/04/2024

**PERSON SPECIFICATION**

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| **Post: Funding Officer (Employment & Learning)** | **Directorate: Economic Growth & Housing** |

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| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| 1. English & Maths (9-4)(A\*-C) CGSE’s or English & Maths Level 2 or equivalent | E | AF/C/I |
| 1. Relevant Financial Qualification or equivalent experience/skills | D | AF/C/I |
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| **Experience (All appropriate to the level of the post)** |  |  |
| 1. Evidence of supporting the delivery of customer focused financial services that involve users and drive up standards and performance. | D | AF/I |
| 1. Experience of I.T. Systems and computerised financial systems. | E | AF/I |
| 1. Experience of working with external funding, including claims collation, evidence collection and ensuring eligibility of expenditure for inclusion in external grant claims | D | AF/I |
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| **Ability, Skills & Knowledge** |  | AF/I |
| 1. Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience. | D | AF/I |
| 1. Good understanding of and the ability to work within local government and the legal, financial and political context of complex organisations. | D | AF/I |
| 1. Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities. | E | AF/I |
| 1. Ability to work in partnership at all levels, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes. | E | AF/I |
| 1. Ability to operate effectively with a high volume and at times, highly sensitive workload. | E | AF/I |

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| **Personal Style and Behaviour** |  |  |
| 1. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | AF/I |
| 1. The ability to respond to constructive challenge and not be discouraged. Motivated and enthusiastic. | E | AF/I |
| 1. An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect. | E | AF/I |
| 1. A commitment to continually develop and update knowledge | E | AF/I |
| 1. A desire to encourage effective working relations | E | AF/I |

**Prepared by**: AF – Application Form

**Name** Gary Byrne C - Certificate

**Designation** Compliance & Performance Manager I - Interview

**Date** 17/04/2024 P - Presentation

T - Test