

Job Description

Role Holder:	Project Officer #Focus5		
Date Updated:	15/09/2021	Version:	1.1
Working Location:	Flexible – Exeter or Plymouth		
Reports to:	Contracts Manager #Focus5, Project Finance Manager		
Appointed by:	Contracts Manager #Focus5, Project Finance Manager		
Appraised by:	Contracts Manager #Focus5		

1.1 Job Purpose

- To coordinate all financial and non-financial submissions to The National Lottery Community Fund / Building Better Opportunities' (BBO) Funding Officer, ensuring they are delivered on time and in full compliance with the Building Better Opportunities eligibility and evidencing rules. You will be solely employed on the #Focus5 project.

1.2 Responsibilities

- To work with the Contract Manager #Focus5 and appropriate finance and support service staff to coordinate all necessary returns to the funder
- To manage the internal project submission processes from the Project Delivery Partners to CSW group.
- To provide general advice and guidance to project staff and Project Delivery Partners on effective Building Better Opportunities financial monitoring, record keeping, eligibility rules and audit requirements, and to provide project support or visits where necessary.
- To ensure that all project expenditure is eligible and meets the funder's guidelines.

1.3 Main Duties

- To coordinate the submission of quarterly grant claims and other information as may be requested by the external funding agency.
- To collate and review documentation (evidence) provided for claims, both financial and non-financial, to ensure accuracy and completeness of records.
- To liaise with the Building Better Opportunities Funding Officer, CSW group project staff, project delivery partners, specialist partners and other key stakeholders to ensure policies and procedures are understood.
- To work with other CSW finance, project and support staff to promote best practice in the delivery of the project's financial processes.
- To ensure that adequate audit records are compiled and maintained.
- To ensure that all project expenditure is eligible and meets the funder's guidelines.
- To make recommendations to the Contract Manager #Focus5 regarding any compliance issues that need addressing.
- To liaise with Project Delivery Partners to secure reporting data in line with Building Better Opportunities regulations and contract requirements.
- To ensure that all key documents are collated and retained in an easily accessible manner.

- To monitor and report on any variances from expected spend.
- To work with the Contract Manager #Focus5 and CSW finance, project and support staff to implement any improvements to procedures and systems.
- To carry out ad hoc project administration tasks as required.
- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance, appraisal and development scheme and take responsibility for personal professional development.
- To ensure that all company policies and procedures including equal opportunities and health and safety policies and procedures are adhered to at all times.
- To embrace and optimise the use of ICT within the role.
- To be aware of the principles of the data protection legislation and of the current Company codes of practice.
- To adhere to the company policy of commitment to Prevent and Safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

1.4 Reports

None

1.5 Meetings and Metrics

- Attendance at Funder and Partner Meetings
- Attendance at relevant internal meeting
- Internal reviews
- Line Management
- Targets as stated in contract

2. Person Specification

2.1 General

- Must be prepared to work flexible hours around key submission dates
- Must have the ability to travel within an agreed geographical area to carry out this role
- The commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

2.2 Skills

Essential Skills/Experience

Qualifications and Knowledge

- Numeracy and literacy skills
- ICT skills to include Microsoft Word and Excel
- Experience of monitoring financial information
- Excellent organisational skills
- Attention to detail
- The ability to be proactive and to use your own initiative

- The ability to work both independently and as part of a team
- Experience of project monitoring systems and processes
- Excellent relationship, communication and presentation skills
- Personal confidence and resilience

Desirable Skills/Experience

- An understanding of Building Better Opportunities, European Social Fund or other similar compliance policies and regulations