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| **Job Description and Person Specification** |

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| **Job Summary** |

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| **Job Title** | Family Matters Finance Officer  |
| **Post Number** | 104 |
| **Job Purpose** | To be responsible for managing the finances of the Family Matters programme, leading on completion of financial claims to the Big Lottery, ensuring accuracy and compliance; administering payments and producing regular financial reports. To engage in budget re-profiling exercises as necessary, and supporting other members of the Programme Management Team in areas such as audit and compliance as required.  |
| **Responsible To** | Family Matters Partnership Manager |
| **Salary** | £27,668 **This post is funded by Big Lottery Fund and European Social Fund Building Better Opportunities** |
| **Type Of Contract** | Fixed term until 31 December 2019 |
| **Hours Of Work** | 37.5 hours per week. The core hours are 9:00 a.m. to 5:00 p.m. Monday to Friday but occasional evening and weekend working may be required.  |
| **Benefits** | 28 days holiday (+ bank holidays) pro-rata, flexible working scheme, pension scheme  |
| **Location** | Dudley, with occasional travel across all areas of the Black Country. |

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| **Job Description** |

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| 1. To be responsible for managing the finances of the BBO Family Matters programme, including paying supplier invoices and making grant payments to delivery partners.
2. To be responsible for the completion of the ESF financial claims, ensuring compliance with Building Better Opportunities/ESF finance processes.
3. Monitoring the financial performance of delivery partners; verifying claims submitted by delivery partners and liaising with external organisations on matters affecting the accuracy of claims. To agree and ensure execution of remedial action that will ensure compliance with evidence and monitoring requirements.
4. To administer, monitor and record all evidence of spend and payments.
5. To retrieve information from project computer systems, developing databases and spreadsheets as required, providing relevant management information.
6. To produce reports for the Family Matters Partnership Manager and Black Country Together CIC Board.
7. Working with the Partnership Manager, to ensure procurement rules are adhered to.
8. To maintain financial records, co-ordinating filing of evidence for audit, playing a key role in internal and external audits; providing prompt responses to audit queries and reports
9. To understand the financial implications of ongoing delivery and raise concerns as required
10. Liaise with partners in accordance with Partnership Agreement. Where necessary, to provide support/advice to partners to ensure their financial monitoring and claims are compliant with the funders requirements.
11. To verify all financial claims made by delivery partners in line with ESF / Big Lottery Fund requirements
12. Working with the Monitoring and Compliance Officer, ensure all financial claims deadlines are met and management information is provided in a timely manner
13. To attend all meetings, or similar undertakings, which are reasonably deemed to be relevant to the fulfilment of the demands and responsibilities of this role
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| Additional Responsibilities  |

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| 1. To carry out all responsibilities with regard to Black Country Together’s Equalities policy and procedures
2. To comply with all Health & Safety at work requirements laid down by Black Country Together CIC.
3. Black Country Together is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of BCT through appropriate processes of consultation and the mutual agreement of both parties. |

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| **Person Specification Assessment Key:**(A) Application Form, (I) Interview, (T) Test |

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| **Attributes** | **Essential**  | **Desirable** | **Assessment** |
| **Education & Qualifications** | Educated to degree level or equivalent in a relevant area Evidence of continuous professional development  | ERDF Certificates in financial claim and audit processing.AAT qualified | A, I |
| **Experience & Attributes** | Experience of bank and project reconciliations Experience of ensuring that financial procedures are adhered to Excellent financial monitoring, evaluation and reporting skillsExcellent IT skills, the ability to confidently use all Microsoft Office applications, skilled in creating/using spreadsheets and databases.Ability to communicate effectively with a wide range of stakeholders. Ability to set up and maintain accurate filing systems, including computerised systemsAble to prioritise conflicting tasks to meet set deadlinesExperience of project working, planning and implementationExperience of working as part of a small team | Experience of completing claims for ESF/ERDF projects Experience of working in multi-agency partnerships / programmesExperience of the community and voluntary sector. Experience of preparing and responding to internal and external audits | A, I, T |
| **Specialist Knowledge** | Knowledge of computerised accountancy systems Detailed understanding of internal and external audit processes | Understanding of ESF project delivery processes and audit requirementsKnowledge of employment and training programmes | A, I, T |
| **Disposition** | A self-starter with the ability to work on own initiative and to self-motivateMeticulous with a good eye for detailAbility to manage conflicting priorities, plan workload and resources to meet multiple deadlines and respond quickly and effectively to changing guidance. |  | A,I,T |
| **Additional Requirements** | Full clean UK driving license and access to own vehicle. Able to work flexibilityAble to travel across the Black Country if required |  | A |