

Job Description

Please note this job description is intended as a general guide. It may be reviewed according to future requirement and business needs.

Job Title:	Finance / Monitoring Officer
Responsible to:	Asst. Centre Manager – Finance
Hours of work:	Full time 37.5 hours per week which may include occasional evenings and weekends (may consider part time – min of 30 hours/week)
Working Pattern:	Flexible
Holidays:	25 days' annual leave plus statutory bank holidays
Salary:	£19,000 pa (or pro-rata if part time)

Purpose of the role

This is a new post responsible for ensuring all externally funded projects are correctly monitored, recorded and accounted for to comply with the funding guidelines agreed within each contract. This will require close liaison with both funders and those delivering the projects to ensure all progress reports, outcomes, outputs and financial records are maintained and reported as per the contractual obligations.

In addition, the post holder will provide financial assistance with our financial accounts (using Xero software) including sales and purchase ledgers, cash handling, reconciliations together with other tasks as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Promoting the 4SLC Trust's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values.
2. Monitoring of all externally capital and revenue funded projects to ensure compliance with all contractual requirements.
3. Completion and return of all funding claims at the correct time including provision of all supporting invoices as evidence.
4. Maintenance of appropriate records of all outputs, outcomes and impacts for all projects.
5. Completion of all project progress monitoring returns to funders and dealing with all associated queries.
6. Maintenance of all records required for evidence/audit.
7. Financial and administrative support to the team.

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Key Tasks

Monitoring

1. Establish systems for the collection of outputs and outcomes and maintain up to date records of these for monitoring and reporting purposes.
2. Ensure all output and outcomes can be evidenced in line with the condition of the grants provided and ensure all funding monitoring returns are submitted by the contracted deadlines
3. Liaise with external funders on all queries and request for information.
4. Inform funders of any significant changes or deviations from the approved bid and ensure corrective action is agreed.
5. Set up individual project files and maintain appropriate and adequate administrative systems for all.

Finance

6. Assist the Asst. Centre Manager – Finance in reconciliation of all financial transactions for externally funded projects.
7. Monitor spending on all projects to ensure they are in line with agreed plans and flagging up internally and deviations for further investigation.
8. Ensure claims for funding are made on time and payments tracked onto the finance system.
9. Sales and Purchase ledger transactions, cash and credit card reconciliations, banking.
10. Produce financial reports on project income and expenditure as requested
11. Attend any meetings as required to share information and provide advice/guidance.

Health & Safety

12. Carry out all duties with due regard for Health and Safety requirements and regulations.
13. Carry out responsibilities and duties with due regard to our Equal Opportunities Employment Policy and Staff Code of Conduct and Child Protection Policy.
14. Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety.

People & Teamwork

15. Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities.
16. Work as part of the team to seek feedback, continually improve the service and contribute to business planning.
17. Provide on-going feedback & updates to Management and trustees by attending meetings and working closely with the delivery group and other team members.

Training

18. Ensure that any necessary qualifications for the post are maintained and renewed.
19. Attend any internal training arranged relevant to the post.
20. Undertake any other duties commensurate with the posts level of responsibility including part of the D/M rota if required.

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Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE/O Level Maths and English – Grade C or above. Finance qualification (NVQ Level 2 or above) or Qualified by Experience. 	<ul style="list-style-type: none"> A Level or degree educated.
Experience	<ul style="list-style-type: none"> Previous experience of working in a project based environment and working with external grant funders. Collecting and collating both financial and other quantitative data. Completion of external funding claims and providing supporting evidence. Meeting and adhering funding terms and conditions. Operating monitoring systems 	<ul style="list-style-type: none"> Experience of Charity finance. Experience of the sport and leisure sector. Experience of community based projects, groups or activities. Cloud based Accounts software.
Knowledge	<ul style="list-style-type: none"> Establishing and Maintaining internal control systems and spreadsheets. Good working knowledge of operating Microsoft software (Word/Excel) 	<ul style="list-style-type: none"> Knowledge of the sport and leisure sector.
Skills and Abilities	<ul style="list-style-type: none"> Tidy, organised and methodical Capable of working under pressure to meet deadlines. Communicate confidently with co-workers and customers and external funding agencies. Good forward planner able to produce work on time. Collaborative team working skills. Able to interrogate computer accounts software to produce financial reports 	
Personal Attributes	<ul style="list-style-type: none"> Flexible Approach. A commitment to equal opportunity. Attention to detail. Accurate under pressure. Good timekeeper and sickness record 	<ul style="list-style-type: none"> Eager to learn and progress. Emotional engagement with the Charitable Objects of the Trust.

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Staffing/job descriptions/Finance-Monitoring Officer/8/17/2020/ rev AC