

## Job Description



### Regeneration and Community Services

<b>Post Title</b>	Finance & Data Officer - Quickstart		
<b>Post Number</b>	BGNEW	<b>Grade</b>	6
<b>Base</b>	Agile Worker	<b>Hours</b>	37
<b>Car User Allowance</b>	Casual	<b>Disclosure</b>	None
<b>Contact</b>	Joanne Stent	<b>Updated</b>	September 2022
<b>Politically restricted</b>	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes *</b>		

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

### Principal Job Purpose

Responsible to:      Employability Officer

Responsible for:      Ensuring all Quickstart businesses are meeting the responsibilities in accordance with project and all financial claims are eligible.

### Principal Accountabilities

1. Provide support to the Employability Officer to prepare claims.
2. Prepare performance information and financial claims in readiness to submit to UK Government.
3. Provide support to the Finance Coordinator to liaise with Blaenau Gwent Resources Department to provide audit and claims management support.
4. To undertake an agreed programme of audits/ inspections with local projects.
5. Support the Finance Coordinator and Team Leader in preparing mid-term and final independent evaluations for all local projects.

6. Monitor and report participant outcomes and maintain records of outcomes for audit.
7. Ensure all projects receive process information presented by the regional team.
8. Provide advice and guidance on compliance of the operations.
9. Act as the main point of contact for advice, support, and guidance with regards to financial claims.
10. To monitor grant income & expenditure, maintain accurate records in order to support the terms & conditions of each grant.
11. To ensure that all expenditure is in line with the budget as approved by the UK Government, in conjunction with the Finance Coordinator.
12. To liaise with all projects, to ensure all record keeping systems are in line with the overall project requirements and to provide support with regards to queries that may arise.
13. To maintain a consistent system of filing for paper and electronic records, for claims and backing documentation across all projects.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

The duties and responsibilities attached to posts are difficult to define in detail and may vary from time to time without changing the general character or level of responsibility entailed. The post holder is therefore expected to undertake such other responsibilities as may be requested provided the general character of the duties or level of responsibility does not change.

# Person Specification – Non-Managerial

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's	Essential	✓			
Demonstrable experience of managing multiple budgets	Essential	✓	✓		
Demonstrable experience of data entry and performance management	Essential	✓	✓		
<b>Other experience</b>					
Experience of partnership working	Essential	✓	✓		
Experience of using various data systems	Essential	✓			
Demonstrable experience in a finance section.	Essential	✓			
Experience in Local Government Finance	Desirable	✓			
Experience of European Funding	Desirable	✓			
<b>Knowledge/Skills</b>					
Excellent interpersonal skills including presentation, communication and negotiating skills.	Essential	✓			
Excellent ICT skills and working knowledge of IT packages	Essential	✓	✓		
IT competent – knowledge of spreadsheet applications (Microsoft Windows)	Essential	✓			
An understanding of audited grants / Funding Streams	Essential	✓	✓		
Excellent literacy and numeracy skills.	Essential	✓			
Ability to work under pressure and prioritise	Essential	✓			
Highly motivated	Essential	✓			
Possess a flexible and co-operative attitude	Essential	✓			
There will be a requirement to work occasionally unsociable hours	Desirable		✓		

## 2. Welsh Language Requirements (please select one of the following)

	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓