



Strategy Directorate

Programme Finance Officer (Local London Work and Health Programme) Job Description and Person Specification

December 2017

Job Description

Job Title:	Programme Finance Officer (Local London Work and Health Programme)
Department:	Strategy Directorate
Function:	Be responsible for ensuring the effective day to day management of all financial elements of the Local London Work and Health Programme (LLWHP), including managing, monitoring, tracking, compliance and reporting requirements for the European Social Fund (ESF) and any other programme funding sources, including from the Department for Work and Pensions (DWP), monitoring the programme provider and WHP performance against financial forecasts and objectives, preparing monthly management accounts and claims, liaising with the Programme Office team and London Borough of Redbridge (LBR) Finance officers as required, creating and putting in place new financial systems and processes as well as building on the financial systems already in place.
Team:	Local London Programme Office
Post number:	TBC
Grade:	LBR14 - £43, 815 -£46,608
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours
Base location:	Lynton House, 255-259 High Road, Ilford, Essex IG1 1NN
Reports to: <i>Job title</i>	Senior Contract Manager
Responsible for: <i>Job titles of direct reports</i>	Programme Administrator and Administration Apprentice
Role purpose and role dimensions: <i>Overview of the job</i>	The purpose of the Programme Finance Officer is to be responsible for ensuring the day to day management of all financial elements of the LLWHP, monitoring Provider and WHP performance, leading on making recommendations for key strategic financial decisions in regards to the budget for the WHP, facilitating the successful delivery of the programme to meet Local London's financial requirements as set out by funders, and contributing towards the achievement of value for money; leading on managing the claims for the European Social Fund (ESF) and any other funding, working closely with the relevant LBR staff to ensure an accurate and efficient claims process.
Key external contacts: <i>Organisations</i>	Local London local authorities and LB Bromley, Local London Work and Health Programme provider, sub-regional partnerships, London Councils, Department for Work and Pensions (DWP) and Skills Funding Agency (SFA), European Programmes Management Unit (EPMU) in the Greater London Authority (GLA), voluntary sector, key borough and programme stakeholders.
Key internal contacts: <i>Job titles or groups of staff</i>	Local London Work and Health Programme Senior Contract Manager , Local London Director, Local London Work and Health Programme Office staff including Business Assurance Analyst, Compliance Officers, internal relevant departments such as finance, procurement, communications, legal services, and data security; other relevant strategy and Local London staff.

<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>Be responsible for ensuring the effective day to day management of all financial elements of the Local London Work and Health Programme (LLWHP), including managing, monitoring, preparing and submitting claims, tracking, compliance and reporting requirements for the European Social Fund (ESF) and any other programme funding sources, including from the Department for Work and Pensions (DWP), monitoring the programme provider and WHP performance against financial forecasts and objectives, preparing monthly management accounts and claims (bi-monthly), liaising with the programme Provider, the LLWHP Programme Office team and London Borough of Redbridge (LBR) Finance officers as required, creating and putting in place new financial systems and processes as well as building on the financial systems already in place; being responsible for the management of effective systems for managing the ESF budget, including the management and administration budget of LBR as accountable body for the LLWHP and funded through the ESF.</p>
<p>Key areas for decision making:</p>	<p>Take the necessary day-to-day decisions to ensure effective financial reporting and accounting requirements, financial compliance reviews and checks, financial performance reporting and risk management for the WHP, identifying risks, developing or improving systems as necessary to ensure that requirements are met, and exercising appropriate business and strategic judgement to establish when issues require escalation to the Senior Contract Manager.</p> <p>Work with the Senior Contract Manager and other staff as appropriate in the Work and Health Programme Office to ensure the programme meets its operational objectives, working collaboratively with the nine member authorities, the delivery provider, and other key stakeholders such as the European Programmes Management Unit (EPMU) in the Greater London Authority (GLA) who are crucial to successful delivery.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>The postholder will be based in Ilford at the LB Redbridge but will be required to work flexibly to travel to meetings and events across the Local London area, to attend evening meetings as required, and to work remotely as required by the demands of the workload.</p>
<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>

Programme management	<p>This will involve:</p> <ol style="list-style-type: none"> 1. Being responsible for managing financial accounting, monitoring and reporting systems, including both for ESF and the bespoke provider reporting platforms. The candidate will therefore be highly IT literate and familiar with financial management systems. 2. Being the key point of contact for liaising with auditors to ensure annual monitoring is carried out for ESF compliance processes. 3. Using and further developing spread sheets to produce regular performance updates on delivery 4. Being responsible for co-ordinating the submission of ESF claims ensuring compliance with grant conditions and deadlines. This will require the post holder to work and liaise with the appointed provider. 5. Providing and interpreting financial information, monitoring and interpreting cash flows, analysing change and advising other members of the team, developing financial management mechanisms that minimise financial risk. 6. Contributing to the achievement of value for money, maximising the impacts across local communities, capturing lessons for best practice to further support future programme delivery and development.
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Contract and budget management	<p>This will involve:</p> <ol style="list-style-type: none"> 7. Managing and implementing the reporting and accounting requirements for the European Social Fund (ESF) grant and any other funding (such as DWP funds) for the WHP and developing or improving systems as necessary to ensure that requirements are met in line with guidance and funding regulations applicable to ESF and DWP funding and programmes. 8. Administering contract payments and claims, working with other Programme Office staff to ensure validation of outcome claims and adjusting contract payments to reflect any un-validated claims, ensuring that contract payments (and other expenditure) are reconciled to ESF grant claims and supported by relevant documentation. 9. Being responsible for the management of effective systems for managing the ESF budget, including the management and administration budget of LBR as accountable body for the LLWHP and funded through the ESF 10. Working with the Senior Contract Manager, acting as the lead on the financial management of the appointed Provider for the LLWHP, monitoring and inspecting all aspects of contract finance processes to ensure contractual requirements are met, including developing and implementing systems to support contract finance management, risk management, forecasting of spend, compilation of claims, reviews and audit of performance on a regular basis and identifying when the provider fails to meet required standards. 11. Attending budgetary meetings with officers within LBR Finance to discuss progress in the month and forecast approved business plan / delivery plan targets and ensure that they are in accordance with the standards and timetable laid down by the London Borough of Redbridge Section 151 officer. 12. Working with the Senior Contract Manager on matters connected with procurement, communications, monitoring, and budget reports for the programme. 13. Liaising with grant funders and LBR Finance to ensure grant cash flow is properly identified and managed from the Funding Body to the Accountable Body (LBR) to the Provider. 14. Arranging and undertaking site visits to the provider and sub-contractors for monitoring and audit purposes, including the processing of qualitative evaluation data to support monitoring results. 15. Attending regular monitoring, management and evaluation meetings with colleagues and stakeholders. 16. Compiling periodic grant claim and performance monitoring returns to the EPMU. 17. Updating financial management spread sheets for budgetary control purposes including preparation of grant claims. 18. Providing the Corporate Director of Resources or her nominated officer with financial and performance reports in a timely fashion to enable appropriate management actions to be taken to meet the requirements of external funding programmes. 19. Ensuring all supplier contracts are procured within the agreed LBR procurement framework and standing orders. 20. Working to ensure readiness for audits undertaken by internal and external auditors as required by European Programmes Management Unit (EPMU).
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Data management, audit, evaluation and programme closure	<p>This will involve:</p> <ul style="list-style-type: none"> 21. Establishing, implementing, monitoring and developing appropriate data requirements and flows to ensure the good running, monitoring and evaluation of the financial elements of the programme, including regular reporting of provision of financial management information to ensure performance monitoring. 22. Working with the Senior Contract Manager to develop appropriate audit and evaluation arrangements for the programme, including assisting with the administration of a separate evaluation contract funded by the ESF grant. 23. As directed, implementing appropriate best practice in programme financial management, including programme closure arrangements when required. 24. Ensuring the required financial audit and evaluation arrangements for the programme are implemented. 25. Advising on end of scheme arrangements to comply with funding requirements.
Governance and reporting	<p>This will involve:</p> <ul style="list-style-type: none"> 26. Working within the established Local London governance structures, assisting with the production of reports for the Local London Joint Committee and other reporting channels as required.
Communication and relationship management	<p>This will involve:</p> <ul style="list-style-type: none"> 27. Providing both written and oral internal and external communications on any matters associated with the finance of the WHP, including answering general correspondence and queries from members, officers, and the general public on issues associated with the programme. 28. Maintaining relationships with other bodies that have an interest in and influence over Local London issues (insofar as they may relate to the financial aspects of the programme) including relevant parts of the Government and the Greater London Authority, and other sub-regional partnerships. 29. Ensuring that all communications comply with ESF publicity requirements.
Staff management responsibilities	<p>30. Managing the Programme Administrator and Administration Apprentice to ensure that appropriate administrative support is provided to effectively carry out all required grant and programme management processes, and that the apprentice is supported in the role and trained to an appropriate level.</p>
Support to senior staff	<p>This will involve:</p> <ul style="list-style-type: none"> 31. Assisting the Senior Contract Manager and other senior management as required on other matters, including answering general correspondence and queries from Leaders, members, officers, and the general public on financial issues associated with the programme. 32. Assisting with the production of reports for the Local London Joint Committee and other reporting channels as relevant.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.

Flexibility	This will involve: <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.
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Person Specification

Job Title:	Programme Finance Officer(Local London Work and Health Programme)		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Educated to degree level or equivalent	A	3
Minimum experience/ knowledge/ skills:	Demonstrable experience and successful track record in financial management of programme large scale high value, employability programmes for unemployed and hard to reach groups.	A, I, T	3
	Demonstrable experience and knowledge and understanding of contract and budget management of similar programmes to the Work and Health Programme, including experience of managing contracts funded through the European Social Fund	A, I, T	3
	Demonstrable knowledge and understanding of financial management, audit, compliance, evaluation and programme closure gained through financial management experience of similar programmes to the Work and Health Programme, including experience of contractual and financial compliance for the European Social Fund and any other WHP funding sources, such as the DWP	A, I, T	3
	Ability to operationalise new initiatives and to establish and new structures and processes	A, I	3
	Ability to manage staff effectively	A1	3
Minimum behaviours: Customer service	Excellent interpersonal skills and the ability to deal with a wide range of individuals and audiences	A, I	3
Communicating and influencing others	Excellent communication, influencing and relationship management skills. Ability to communicate both verbally and using technology to a high standard. Ability to produce briefings and management information reports to a high standard and for a range of audiences as required.	A, I	3

Working together	Proven experience in initiating and maintaining relationships with key officers and bodies that have an interest in and influence over issues (insofar as they may relate to the Work and Health Programme) such as government, the Local London member authorities, sub-regional partnerships, the voluntary sector, London Councils, Department for Work and Pensions (DWP) etc.	A, I	3
Analysis and judgement	Ability to take the necessary day-to-day decisions to ensure the effective financial management of the programme and management of risk, and to exercise appropriate business and strategic judgement to establish when issues require escalation.	A, I	3
Driving improvement	Ability to think creatively and to find innovative and practical solutions that support new ways of working and service delivery models and develop best practice	A, I	3
Adaptability	Ability to work under pressure and to deadlines and respond flexibly to changing workload requirements	A, I	3
Leadership and managing people (<i>for those with line management responsibility</i>)	N/A	A, I	3
Strategic perspective (<i>for senior management posts</i>)	Ability to work in partnership with a range of different agencies at an operational and strategic level.	A, I	3
Special conditions:	This post will be based in the London Borough of Redbridge, but will require attendance at meetings and audit visits across the nine boroughs Local London Work and Health Programme on a regular basis.		

