



## **Local London**

# **Programme Finance Officer Job Description and Person Specification**

**January 2022**

## **Introduction**

Local London is a sub-regional partnership of eight London local authorities: Barking & Dagenham, Bexley, Enfield, Greenwich, Havering, Newham, Redbridge and Waltham Forest. We also work with LB Bromley on some of our programmes. Representing around 2.5 million residents and nearly 100,000 businesses, we are a champion for this sub-region to ensure it benefits from existing and emerging opportunities. Representing around 2.5 million residents and nearly 100,000 businesses, we are a champion for this sub-region to ensure it benefits from existing and emerging opportunities. Local London is working together to achieve inclusive and sustainable economic growth, and opportunities for our residents and businesses to succeed. We want everyone across the sub-region to feel the benefits of growth. Redbridge Council is our accountable body, and Local London staff are employed on Redbridge Council terms and conditions.

## Job Description

<b>Job Title:</b>	Programme Finance Officer
<b>Department:</b>	Local London Management Unit
<b>Function:</b>	To support the day-to-day financial management of a portfolio of externally funded programmes, including the Work and Health Programme; Work and Health Programme: Job Entry Targeted Support Scheme; E-Business Programme, and other Local London programmes and budgets.
<b>Post number:</b>	TBC
<b>Grade:</b>	LBR12
<b>Hours/weeks:</b> <i>E.g. 36 hours/52.14 weeks</i>	36 hours
<b>Term:</b>	Fixed-term
<b>Base location:</b>	Lynton House, 255-259 High Road, Ilford, Essex IG1 1NN
<b>Reports to:</b> <i>Job title</i>	Programme Finance Lead
<b>Responsible for:</b> <i>Job titles of direct reports</i>	No direct line management responsibility
<b>Role purpose and role dimensions:</b> <i>Overview of the job</i>	The purpose of the Programme Finance Officer is to provide support for the day to day management of all financial elements of Local London programmes, which have an annual financial value of around £20M. This includes the Work and Health Programme and JETS scheme, E-business programme, Local London Works Programme, Careers Hub and other ESF and externally funded programmes. It involves monitoring and reporting on expenditure (including performance related spend) to inform key strategic financial decisions. The role also involves facilitating the successful delivery of programmes to meet Local London's financial requirements as set out by funders and contributing towards the achievement of value for money; collating information for the European Social Fund (ESF) claims process and any other funding, working closely with the Programme Finance Lead and Local London programme and project leads, relevant Local London providers, delivery partners and sub-contractors, partner local authorities and LBR staff to ensure accurate and efficient claims submissions.
<b>Key external contacts:</b> <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), European Programmes Management Unit (EPMU) in the Greater London Authority (GLA), Corporation of London, voluntary sector, key borough and programme stakeholders.
<b>Key internal contacts:</b> <i>Job titles or groups of staff</i>	Programme Finance Lead, Senior Contract Manager, Work and Health Programme and JETS, Local London Programme Manager (Business & Employment), Local London Head of Policy and Programmes, Local London programme and project leads, Local London WHP staff, including Compliance Officers, Programme Administrator, Graduate Data Scientist, relevant LBR departments such as finance, procurement, communications, legal services, and information and data governance; other relevant Local London staff.

<p><b>Financial dimensions:</b>  <i>Budgetary responsibility &amp; amount.  Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>Support the Programme Finance Lead in ensuring the effective day to day delivery of all financial elements of Local London programmes, which have an annual value of approximately £20M, including the Local London Work and Health Programme (LLWHP); the Work and Health Programme JETS scheme; the Local London e-business programme and the Local London Careers Hub and other externally funded programmes.</p> <p>This involves using established reporting and claims systems for existing programmes with funders; monitoring, preparing and submitting claims; tracking compliance and reporting requirements for funders, including for the European Social Fund (ESF) and any other programme funding sources, such as from the Department for Work and Pensions (DWP), GLA, City of London Corporation.</p> <p>The role involves monitoring programme provider performance against financial forecasts and objectives, supporting the monthly budget monitoring process and quarterly claims to external funding providers, liaising with the programme Provider, the LLWHP team, other Local London staff, and London Borough of Redbridge (LBR) Finance officers as required.</p> <p>The Programme Finance Officer is also responsible for maintaining the existing financial systems and processes as well as building on the financial systems already in place; supporting the management of effective systems for managing ESF budgets, including the management and administration budget of programme staff as accountable body for the LLWHP and funded through the ESF, the LLWHP JETS funded through DWP; the E-Business Programme funded through GLA via Corporation of London and management of any other Local London programme and other budgets.</p>
<p><b>Key areas for decision making:</b></p>	<p>Supporting the Programme Finance Lead in:</p> <ul style="list-style-type: none"> <li>• Ensuring effective financial reporting and risk management</li> <li>• Meeting the necessary accounting requirements of external funding</li> <li>• Liaising with LB Redbridge Finance to ensure the correct treatment of all income and expenditure on the various programmes</li> <li>• Undertaking financial compliance reviews and checks</li> <li>• Identifying risk and developing or improving existing systems</li> <li>• Undertaking the monthly budget monitoring process</li> </ul> <p>Work with the Local London team to:</p> <ul style="list-style-type: none"> <li>• Ensure that programmes meet their operational objectives, working collaboratively with the eight-member authorities and LB Bromley, delivery providers and other key stakeholders such as the DWP and in the Greater London Authority (GLA) and who are crucial to successful delivery.</li> </ul>

<b>Other considerations:</b> <i>E.g. working patterns</i>	<p>The post is based in Ilford at the LB Redbridge but the postholder will be required to work flexibly, adopting a hybrid working pattern, which will include at least one day per week office-based collaborative working and working primarily from home on other days. Working patterns may change according to business needs. Travel to meetings and events across the sub-region will be required from time to time.</p>
--	---

<b>Key accountabilities and result areas:</b>	<b>Key elements:</b>
<b>Programme management</b>	<p><b>This will involve:</b></p> <ol style="list-style-type: none"> <li>1. Using financial accounting, monitoring and reporting systems, including both for DWP, ESF and the bespoke provider reporting platforms. The candidate will therefore be highly IT literate and familiar with financial management systems.</li> <li>2. Being a point of contact for liaising with auditors to ensure annual monitoring is carried out for programme and ESF compliance processes.</li> <li>3. Producing regular programme financial reports and budget monitoring updates for a range of audiences</li> <li>4. Supporting the submission of ESF and other programme claims ensuring compliance with grant conditions and deadlines. This will require the post holder to work and liaise with the appointed providers and programme leads.</li> <li>5. Interpreting financial information, monitoring and interpreting cash flows, analysing change and advising other members of the team, using financial management mechanisms that minimise financial risk.</li> <li>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.</li> </ol>

<b>Contract and budget management</b>	<p><b>This will involve:</b></p> <ol style="list-style-type: none"> <li>7. Being familiar with the reporting and accounting requirements of external funders and assisting in the development or improvement of systems as necessary to ensure that requirements are met in line with guidance and funding regulations applicable to ESF and DWP funding and other programmes.</li> <li>8. Administering contract payments and claims, working with other Programme 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 or other grant claims and supported by relevant documentation.</li> <li>9. Working with the Programme Finance Lead, monitoring and inspecting all aspects of contract finance processes to ensure contractual requirements are met, including using 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.</li> <li>10. Attending budgetary meetings (when necessary) with the Local London management team and meetings with 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.</li> <li>11. Liaising with grant funders and LBR Finance to ensure grant cash flow is properly identified and managed from the Funding Bodies to the</li> <li>12. Attending regular monitoring, management and evaluation meetings with colleagues and stakeholders.</li> <li>13. Compiling periodic grant claim and performance monitoring returns to the EPMU and other funders.</li> <li>14. Updating financial management spread sheets for budgetary control purposes including preparation of grant claims.</li> <li>15. Working to ensure readiness for audits undertaken by internal and external auditors as required by European Programmes Management Unit (EPMU), DWP, GLA and other funders.</li> </ol>
<b>Data management, audit, evaluation and programme closure</b>	<p><b>This will involve:</b></p> <ol style="list-style-type: none"> <li>16. Monitoring and following appropriate data requirements and flows to ensure the good running, monitoring and evaluation of the financial elements of the programmes, including regular reporting of provision of financial management information to ensure performance monitoring.</li> <li>17. As directed, following appropriate best practice in programme financial management, including programme closure arrangements when required.</li> <li>18. Contributing to ensuring the required financial audit and evaluation arrangements for the programmes are implemented.</li> </ol>
<b>Governance and reporting</b>	<p><b>This will involve:</b></p> <ol style="list-style-type: none"> <li>19. Working within the established Local London governance structures, assisting with the production of reports for the Local London Joint Committee, Local London Leaders and Chief Executives Board, Local London Programme Board and other reporting channels as required.</li> </ol>

<b>Communication and relationship management</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>20. Providing both written and oral internal and external communications on any matters associated with the finance of the WHP, WHP JETS, E-Business, and other programmes, including answering general correspondence and queries from members, officers, and the public on issues associated with the programmes.</li> <li>21. 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.</li> <li>22. Ensuring that all communications comply with ESF and other funder publicity requirements.</li> </ul>
<b>Staff management responsibilities</b>	<ul style="list-style-type: none"> <li>23. There are no staff management responsibilities</li> </ul>
<b>Support to senior staff</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>24. Supporting the Programme Finance Lead in 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 public on financial issues associated with the programme.</li> <li>25. Assisting with the production of reports for the Local London Joint Committee, Leaders and Chief Executives Board, LL Programme Board and other reporting channels as relevant.</li> </ul>
<b>General accountabilities and responsibilities</b>	
<b>Green Statement</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with Redbridge Council's commitment to making Redbridge a cleaner, greener place to live. Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> </ul>
<b>Data Protection/Confidentiality</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018. – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles and in accordance with Redbridge Council information governance policies, and any programme funder-specific information governance and security requirements.</li> <li>▪ 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.</li> <li>▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory and external funder requirements.</li> </ul>

<b>Conduct and Whistleblowing</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Safer Working</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Equalities</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Customer Care</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.</li> </ul>
<b>Health and Safety</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Being responsible for your own Health &amp; 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.</li> </ul>
<b>To contribute as an effective and collaborative member of the team</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>Supporting and contributing to value for money, service efficiencies and improvements.</li> </ul>
<b>Flexibility</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>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 the grading level and competence for the role.</li> </ul>

### Person Specification

<b>Job Title:</b>	Programme Finance Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		<b>A - I - T</b>	<b>Weighting</b>
<b>Minimum education/ qualifications:</b>	AAT qualified or similar demonstrable experience at a similar level	A	3

<b>Minimum experience/ knowledge/ skills:</b>	Extensive experience of financial management in a local government, externally funded or similar organisation	A, I, T	3
	Demonstrable experience, knowledge and understanding of contract and budget management of similar externally funded programmes, including if possible, 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,	A, I, T	3
<b>Minimum behaviours:</b> 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	To work in partnership with providers and delivery partners in Local London programmes as well as funders	A, I	3
	To work seamlessly with other areas of the Local London team	A, I	3
Analysis and judgement	Ability to take the necessary day-to-day decisions to ensure the effective financial management of programmes 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 and priorities.	A, I	3