Fixed-Term Opportunity until 30th June 2017 (with possibility of extension, subject to availability of funding)

**Funding – Finance and Monitoring Officer**

£33,106 - £40,619

Location: Council House, 1 Victoria Square, Birmingham, although you may be required to work at different locations.

You will support the Head of European Funding by ensuring that contract compliance of funded services across EU funds that BCC and partners access such as European Regional Development Fund (ERDF); European Social Fund (ESF) and supported programmes, with a focus on the starting of the new Sustainable Urban Development (SUD) programme, and any other initiatives is undertaken, including advising the Programme Manager on eligibility, monitoring, compliance and financial issues.

You will take part in the setting up of new systems for SUD and ensure that all EU rules and regulations are adhered to including separation of functions, ensuring no conflicts of interest arise, design of compliant structures, and ensuring new legal duties as Intermediate Body (IB) are accepted and implemented. You will ensure new calls for projects are correctly issued and bids submitted are processed and assessed accordingly. Non SUD work will also include compliance and monitoring visits to Council’s and external delivery partners ensuring that activity and expenditure meet contractually agreed EU funding standards, timescales, profiles and outputs. You may also prepare projects financial claims for the Programme Manager’s approval. Experience of contract and/or project management, including monitoring, review and evaluation in a public sector or commercial environment is required. This is coupled with experience of preparing and submitting reports in relation to external funding agencies and using databases, spreadsheets and other applications to monitor and report contract and/or programme performance. Good working knowledge and experience of using Voyager is required.

This post is part Funded by EU Funds

Informal enquiries to Mark Reed on 0121 303 2372

Ref: CSS0582016

Closing date: 03 January 2017

Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.
JOB DESCRIPTION

JOB TITLE: Funding - Finance and Monitoring Officer  
DIVISION: Corporate Strategy  
GRADE: 5  
SECTION: European and International Affairs  

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To undertake and coordinate, on a day to day basis, all aspects of ESIF and other European Funding finance and administration relating to the City Council’s contracts with all UK Managing Authorities for EU funding.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To develop and maintain a comprehensive financial management and monitoring system for the funding of ESIF and other EU funds including YEI and SUD programme.

2.2 To maintain all aspects of the ESIF and other EU funds budgets including the monitoring of all income and expenditure, putting together claims, collating time sheets, raising invoices, chasing and processing payments using the Council’s Voyager system, authorizing payments and providing regular budget updates to the Senior European Manager and senior management on all expenditure.

2.3 To advise and give specialist guidance to project managers and partners on compliance with ESIF/EU funded projects

2.4 To develop robust processes and systems that can effectively respond to any external audits, financial queries or monitoring requests so as to ensure the proper financial management of the ESIF funded activities especially in respect to complying with A13 and A16 visits.

2.5 To liaise with the DWP, DCLG and other partner bodies as appropriate to ensure the processing and submission of regular financial information, claims or other monitoring information,

2.6 To support and service ESIF meetings and events as required by members of the European and International Affairs Team, and to ensure that such events are managed and delivered efficiently and effectively.

2.7 To support the ESIF Programme Coordinators with one-to-one project support visits as necessary.

2.9 To provide advice and guidance to ESIF projects on effective ESIF financial monitoring, record keeping, eligibility rules and audit requirements.
2.10 To monitor ESIF projects and prepare project financial management information relating to the performance and delivery of ESIF activities.

2.11 To support the delivery of conferences and events in support of capacity building requested to ensure effective running of the ESIF programme.

2.12 To liaise with national and oversees partners on the organisational aspects of delivering ESIF activities, where appropriate.

2.13 To comply with the Council’s Equal Opportunities Policies with regard to employment, service delivery and customer care.

2.14 To undertake additional training where required to fulfil the requirements of the post.

2.15 To undertake other duties as requested commensurate with the grading of the post.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO: Head of European Funding

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>None</td>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

On occasion, officer may be required to travel to other English regions or possibly other cities in Europe.

CONTACTS

DCLG
DEFRA
Department for Work and Pensions
Birmingham City Council
Projects and partnerships across England and Europe

OTHER DETAILS:

Performance measures and plan of action will be agreed and assessed as part of the post holder’s personal appraisal. It will be necessary for the post holder to adopt a flexible approach to this work and the deployment of resources. Necessary to work such out of hours as dictated by the needs of the service.
## PERSON SPECIFICATION

### DIRECTORATE
Development

### DIVISION
Sustainability, Transportation and Partnerships

### JOB TITLE
ESIF Monitoring Officer

### GRADE
GR5

#### Method of Assessment
- **AF** = Application Form
- **I** = Interview
- **T** = Test or Exercise

### ESSENTIAL

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<tr>
<th>Knowledge and Experience</th>
<th>METHOD OF ASSESSMENT</th>
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<tbody>
<tr>
<td>Substantial experience of both ESF and ERDF monitoring and financial management including an understanding of audit requirements, claiming procedures and a thorough understanding of eligibility and other ESIF conditions.</td>
<td>AF,I</td>
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<td>An overall knowledge of what ESIF is seeking to achieve and a detailed knowledge of the English ESIF programme – its aims, its methodologies and its objectives.</td>
<td>AF/I</td>
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<tr>
<td>Experience of successfully dealing with external inspections and audits.</td>
<td>AF/I</td>
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<tr>
<td>Proven experience of monitoring and managing budgets and accounts, including the creation and maintenance of computerised spreadsheets and database systems.</td>
<td>AF/I</td>
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<tr>
<td>Experience of preparing financial information and writing reports to inform the budgetary management of programmes.</td>
<td>AF/I</td>
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<td>Experience of giving PowerPoint presentations to a range of different audiences.</td>
<td>AF/I</td>
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<td>Experience of working with range of partners, ideally including disadvantaged groups and their representatives.</td>
<td>AF/I</td>
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### SKILLS AND ABILITIES

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<tr>
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<th>METHOD OF ASSESSMENT</th>
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<tr>
<td>Ability to undertake effective ESIF budgeting.</td>
<td>AF/I</td>
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<tr>
<td>Effective verbal and written communication skills including the ability to produce accurate written reports, official correspondence and formal documents.</td>
<td>AF/I</td>
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<tr>
<td>Good office organizational skills</td>
<td>AF,I, AF,I</td>
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<tr>
<td>Good interpersonal skills</td>
<td>AF,I</td>
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<tr>
<td>Good understanding of the City Council’s Equal Opportunities Employment Policy</td>
<td>AF,I</td>
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<td>Ability to prioritize workloads, including managing conflicting priorities and the ability to meet tight deadlines.</td>
<td>AF,I</td>
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<tr>
<td>Ability to use a range of computer packages including Access, Word, Excel and PowerPoint</td>
<td>AF/I</td>
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<td>Ability to plan and organise own work.</td>
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<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong></td>
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**Training and Development**

Willing to undertake training appropriate to the role. | I |

**Education/Qualifications** (NB Full regard must be given to overseas qualifications)

Educated to NVQ Level 3 or equivalent
GCSE Grade C or Above (or equivalent) in Maths and English | AF |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.