Senior Claims Officer  
£25,951 - £32,486  
Lancaster Circus  
Working 36.5 hours per week  
Fixed Term Contract until July 2018

This post is part funded by the European Social Fund and Youth Employment Initiative.

An opportunity has arisen for an experienced claims officer to work within the Project Delivery Team for a multi-million pound European funded project.

Youth Promise Plus is a project that will support up to 16,000 young people aged 16 – 29 in Birmingham and Solihull to move into jobs, apprenticeships, training or education. The project is delivered in partnership with a range of partners, including Solihull Council, Princes Trust and a consortium of health employers including University Hospital Birmingham, as well as a range of contracted providers. The project is now in its second full year of delivery and will be completed by the end of July 2018.

We are looking to recruit an individual who has recent relevant experience of monitoring and external funding, in particular European Funding, including an understanding of audit requirements, claiming procedures and a thorough understanding of eligibility and other ESIF conditions.

The successful applicant will be able to demonstrate experience of successfully dealing with external inspections and audits and proven experience of monitoring and managing budgets and accounts. This will include the maintenance of computerised spreadsheets and database systems, and the preparing of financial information for reporting purposes. You will be outcome driven and able to work to tight deadlines.

You will be joining a team of highly motivated individuals working together to successfully deliver a project that will deliver opportunities for young people across Birmingham and Solihull, and have experience of working with a wide range of partners.

For informal enquiries please contact:

Tabriz Hussain on 0121 675 7581 Tabriz.hussain@birmingham.gov.uk
Alison Fiddes on 0121 303 4033 Alison.fiddes@birmingham.gov.uk

Ref: EC2682017

Closing date: 5 September 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: Senior Claims Officer          GRADE: GR4

DIVISION: Employment

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

This post is partially funded by the European Social Fund/Youth Employment Initiative

1. JOB PURPOSE

1.1 To undertake activities in relation to the implementation of claim and monitoring systems in relation to ESIF and other external contracts.

1.2 The focus of the post will be to support the delivery of the Youth Employment Initiative (YEI).

2. DUTIES AND RESPONSIBILITIES

2.1 To develop and maintain a comprehensive financial management and monitoring system for the funding of ESIF and in particular the YEI.

2.2 To maintain all aspects of the ESIF 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, authorising payments and providing regular budget updates to the YEI Project Manager, Steering Group and other officers as required.

2.3 To advice and give specialist guidance to contract managers and partners on compliance with ESIF 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 to internal audit and with Article13 and Article 16 visits.
2.5 To liaise with the DWP Managing Authority 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 YEI meetings and events as required by and to ensure that such events are managed and delivered efficiently and effectively.

2.7 To support the YEI Contract Managers with one-to-one project support visits as necessary.

2.8 Undertake spot checks and site visits to all contracted providers on a regular basis.

2.9 To provide advice and guidance to YEI/ESIF projects on effective ESIF financial monitoring, record keeping, eligibility rules and audit requirements.

2.10 To monitor YEI/ESIF projects and prepare project financial management information relating to the performance and delivery of YEI/ESIF activities.

2.11 To liaise with local, national and overseas partners on the organisational aspects of delivering YEI/ESIF activities, where appropriate.

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

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

2.14 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. SUPERVISION RECEIVED

3.1 YEI Project Manager

3.2 LEVEL OF SUPERVISION

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

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

None
5  SPECIAL CONDITIONS

Fixed Term Contract

*This post is part funded by the European Social Fund/Youth Employment Initiative*

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<thead>
<tr>
<th>CONTACTS</th>
<th>Reason for contact</th>
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<tbody>
<tr>
<td>Internal and External Contacts</td>
<td>Contact required in order to carry out the duties of the post.</td>
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<tr>
<td>ESF Managing Authority, Local Authority (Birmingham and Solihull) Senior Managers, Delivery Partners, Elected Members; Contractors Employers, Training organisations; Members of Parliament and Government Officials; Service Users; Members of the Public</td>
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# Economy Directorate

**Person Specification**

**JOB TITLE:** Senior Claims Officer  
**GRADE:** 4  
**DIVISION:** Employment

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td><strong>Education/Qualifications</strong> (NB Full regard must be given to overseas qualifications)</td>
<td>AF</td>
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| NB: Full regard must be paid to overseas qualifications. | Educated to NVQ Level 3 or equivalent  
GCSE Grade C or Above (or equivalent) in Maths and English |        |
<p>| <strong>Experience</strong>                  | <strong>Knowledge and Experience</strong>                                             |        |
| (Relevant work and other experience) | Substantial experience of monitoring and financial management of external funding, in particular European Funding, including an understanding of audit requirements, claiming procedures and a thorough understanding of eligibility and other ESIF conditions. | AF/I   |
|                                 | Experience of successfully dealing with external inspections and audits. | AF/I   |
|                                 | Proven experience of monitoring and managing budgets and accounts, including the creation and maintenance of computerised spreadsheets and database systems. | AF/I/T |
|                                 | Experience of preparing financial information and writing reports to inform the budgetary management of programmes. | AF/I/T |
|                                 | Experience of working with range of partners, ideally including disadvantaged groups and their representatives. | AF/I   |
| <strong>Skills &amp; Ability</strong>            | Ability to undertake effective ESIF budgeting.                        | AF/I   |
| e.g. written communication      |                                                                           |        |</p>
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<tr>
<th>Skills, dealing with the public etc.</th>
<th>Effective verbal and written communication skills including the ability to produce accurate written reports, official correspondence and formal documents.</th>
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<td>Good office organizational skills</td>
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<td>Good interpersonal skills</td>
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<td>Good understanding of the City Council’s Equal Opportunities Employment Policy</td>
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<td>Ability to prioritize workloads, including managing conflicting priorities and the ability to meet tight deadlines.</td>
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<td>Ability to use a range of computer packages including Access, Word, Excel and PowerPoint</td>
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<td>Ability to plan and organise own work.</td>
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<td>Training</td>
<td>Training and Development</td>
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<td>Willing to undertake training appropriate to the role.</td>
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<td>Other</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.