



Walsall Council

JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Standard Template

JOB TITLE:	Impact Finance and Monitoring Officer		
GRADE: JOB CODE:	G8 EE119FINAG8 JE checked 28/02/2022	SERVICE AREA:	Programme Management
REPORTS TO:	Programme Management Officer	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<p>Attendance at events and other meetings will be required and therefore weekend and evening working may be required to fit in with programme needs.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p>		

1. Main purpose of the job role:

The post holder will play a key role in supporting the Impact team in the day to day financial delivery of project(s) which are part of the team's programme of works. Undertaking a wide range of activities including; the assessment, review and preparation of all financial claims, budget profile setting, financial forecasting, monitoring key performance indicators and local targets for delivery.

Reviewing evidence to support financial monitoring and compliance reviews, ensuring all income is maximised, correctly recorded and reported with robust financial controls and governance arrangements in place for all aspects of programme delivery, in agreement with the Funding Body and Programme Officers. Producing reports / briefings and maintaining a financial database of programme / project information.

Providing advice and guidance to project applicants in order to support their understanding and development of financial compliance for projects and, the achievement of contractual targets. Ensuring the work actively supports value for money and identifies local purchasing, training and employment opportunities, progressing these on to the appropriate Officers.

Act as a point of contact and expertise for the Impact Team, via a range of communications.

2. Role specific duties and accountabilities:

1. Act as a point of contact and expertise within the Impact Team, responding to requests for information in relation to claim queries, enquiries and complaints.
2. Assist applicants with project contracts for funds including coordinating financial processes, collating and reviewing information submitted by projects.
3. To play a key role in the day to day financial delivery of key external funding streams and projects to include; A detailed understanding of each funding stream and the role of Walsall Council as Accountable Body
 - The financial application processes for programme / project(s) and its requirements
 - The accuracy and validity of financial data within the programme databases and WMBC financial systems to support the programme / project(s) financial spend, in conjunction with the Programme Officer.
 - Co-ordinate the financial processes to support projects through the approval process and award of grants
 - Co-ordinate a clear financial audit trail with proof of compliance and payment on all items, where appropriate, to meet Section 151 Requirements Identify and report any risks, escalating these to the appropriate Officer.
 - To monitor financial records and transaction evidence; highlighting any concerns to Programme Officer.
 - Ensure all financial queries are resolved in sufficient time
4. Support the relevant Lead Officer in relation to the management and co-ordination of the Council's external grant / funding arrangements and procedures to ensure financial compliance at all times, including;
 - Procedures and Financial Regulations
 - External Grants Manual and associated procedures
 - Protocols and Funders requirements e.g. (ERDF/ESF etc.)
 - Updating the Grants and Grants Financial Application register for the Directorate
 - Comply with Corporate/Directorate Grant rules and requirements etc.
 - Maintain up-to-date records for the relevant programme of works / project(s) in accordance with WMBC's Financial Monitoring, Audit and Compliance Frameworks.
 - Maintain up-to-date information on key performance indicators and outcomes
5. Develop new relationships with delivery partners (Internal) to ensure a good level of financial intelligence is available on each of the appropriate projects
6. Maintain effective relationships with key stakeholders internal and external and delivery partners; Government Departments and with Black Country wide Cabinet Portfolio Holders
7. Oversee the tracking, co-ordination and preparation of Audit and Financial Compliance visits including preparation of documentation and attendance to record visit notes
8. Support the financial review of submissions, resolution of clarifications as part of the due diligence process for each of the relevant work-stream leads
9. Take responsibility for the financial monitoring of projects and programmes ensuring they are delivered in accordance with the approval requirements and delivered within the agreed outcomes.
10. Maintain the ICT based electronic repository for the relevant programme of work / project(s) that facilitates a smooth due diligence / financial process, delivers transparency and captures all key financial information in one accessible place
11. Monitor and review the financial quality and effectiveness of the projects to improve performance and ensure best value for stakeholders, suggesting improvements as appropriate
12. Continuously review and develop local systems and processes to ensure the service meets corporate and locally set quality standards
13. Prepare and draft regular briefing notes and reports both internally for appropriate colleagues and for key external partners

14. Represent the Impact team at meetings and events as required
15. Participate in any key programme and finance working groups and task groups, contributing to the presentation of accurate and timely financial performance reports.
16. Be fully involved in team and service planning
17. Provide general administration assistance to support the team as required.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE Impact Finance and Monitoring Officer	GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible : at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium =2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Good presentation, communication and negotiation skills	I/T	3
Ability to form and maintain collaborative relationships and professional working	I	2
Good ICT skills with the ability to maintain databases and develop complex financial documents using Microsoft Office and financial systems, with a high level of attention to detail	A/I	3
Ability to work with a wide range of stakeholders, managers and partners from other agencies/sectors	A/I	3
Excellent organisational skills with the ability to work with minimal supervision	A/I	3
Excellent attention to detail with the ability to work with a high level of accuracy	I/T	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		

Good understanding of coordinating and managing the implementation of complex financial projects and effective processes to deliver a programme of works	A/I	3
Knowledge of key roles and responsibilities of partner agencies	A/I	3
Knowledge of Local Government, Social, Economic Development and Regeneration Issues	A/I	2
Detailed working knowledge of financial frameworks to monitor and assess compliance processes and to support the development of such frameworks	A/I	2
Knowledge of the Council's contract and finance procedure rules	A/I	3
Experience of supporting the development of financial recording systems and financial summaries (using appropriate tools and techniques) within the Public Sector or Local Authority	A/I	3
Experience of national/government funding streams in a financial or contracting capacity	A/I	3
Experience of forecasting and monitoring projects	A/I	3
Excellent networking and advocacy skills with the ability to persuade and influence	A/I	3
Commitment to achieving excellence in service provision with a track record of consistent high achievement	I	2
A demonstrable commitment to continuous improvement	A/I	2
Able to demonstrate a commitment to consulting service users	A/I	2
Experience of producing reports and action plans and presenting these at both formal and informal (internal and external) meetings	A/I/T	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree/HND or an equivalent financial related NVQ Level 4 or equivalent experience	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		
Prepared by:	Updated by C Wills	Date: 17.2.21