



JOB DESCRIPTION

POST:	ESF Finance and Claims Officer (Brighton)
HOURS:	37.5 hours per week
LOCATION:	Brighton
SALARY:	£25,000 per annum
ANNUAL LEAVE:	25 days + 8 bank holiday days paid holiday

PRIMARY JOB FUNCTION

This exciting and varied role will see you working on our new programmes in Brighton and Hull. Since the project is funded by the European Social Fund (ESF), we are looking for an experience finance professional to fulfil the role of ESF Finance and Claims Officer. You will be responsible for compiling quarterly project financial claims, collating project financial spend evidence, completing financial spreadsheets and data returns, and uploading this onto the ECLAIMS portal.

RESPONSIBILITIES

1. To lead on compiling the quarterly ESF claim.
2. To main project financial spend spreadsheets.
3. To collate financial spend evidence, such as staff payslips and Company bank statements to support project spend defrayal.
4. To draft a quarterly project progress report for the Managing Director to sign off.
5. To monitor project performance against monthly targets and highlight any underperformance.
6. To track financial spend against monthly profiles and highlight any variances.

7. To liaise with the Administration Officer to ensure all participants on programme are correctly registered on the project data reporting spreadsheets, and supporting evidence is in place.
8. To prepare the quarterly project financial claim on ECLAIMS.
9. To submit accurate paperwork on time.
10. Undertake occasional weekend and out of hours work on an ad hoc basis.
11. To undertake other duties commensurate to the grade of the post.
12. To archive all participants' records and paperwork effectively in line with the GDPR policy in place.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- Ensure all the services within the area of responsibility are provided in accordance with WREC's commitment to high quality service provision to users, along with the Assessment and Quality Policy.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with WREC's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of WREC's Equal Opportunities Policy.
- Support in new staff training and development, ensuring staff understand where to find information and support regarding their role.

PERSON SPECIFICATION

Qualifications

- Finance or accounting qualification
- English and Mathematics qualification at Level 2

Experience

- Previous experience of working in a finance-related role
- Previous experience of making ESF claims (desirable)

Skills and abilities

- Excellent communication skills (oral and written) and effective interpersonal skills
- Excellent ICT skills
- Excellent organisational and administrative skills
- Able to work accurately towards targets and deadlines
- Personal qualities
- Ability to communicate effectively with learners from a wide range of abilities
- Ability to work as a member of a team
- Reliable, punctual and responsible
- Committed to inclusion
- Patient and understanding

Other

- Clean driving license and access to own car