



JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	LEAP ESF Claims and Compliance Officer
Responsible to:	LEAP ESF Project Director
Responsible for:	Financial and performance of the LEAP contract

1.	Job Purpose:
1.1	<p>To compile and verify the eligibility of 2173 economically inactive or claimant trainees under the ESF LEAP project. To support delivery teams to understand and use compliant documentation, and to prepare financial claims with payroll and outcome evidence onto the DWP portal.</p> <p>LEAP is a £7m skills and employability programme.</p> <p>This post is funded through the European Social Fund</p>

2.	Key Responsibilities:
2.1	To administer, performance review and support delivery teams to implement the LEAP project. As members of the project secretariat, you will undertake monthly audit and verification of project outcomes and results.
2.2	To undertake performance reviews, provide training, guidance and support to delivery teams across the consortium and ensure effective controls and in place to produce ESF valid outcomes evidence.
2.3	To maintain and update policies and control documents, undertaking annual due diligence checks with sub-contractors, and to undertake sample check and audit student records.
2.4	To assist project delivery teams to gather evidence of performance against the Equality, Diversity and Inclusion and Sustainable Development objectives of the project.
2.5	To make ESF claims on the e-claims portal, including the production of data returns, as well as qualitative information and produce performance reports.

3.	Specific Duties:
3.1	To assist in the assurance and claims procedures to aid the fulfilment of the project objectives of the delivery teams, working closely with the Grimsby NET Manager, as well as our sub-contractors of Lincoln College, Bishop Burton, Boston College and Grantham College.
3.2	To work with MIS teams and gather quantitative and qualitative data and lead in the production of monthly and quarterly claims, and performance reports to the Project Board, and to the DWP. This includes liaison with the MIS Compliance teams to ensure accurate flagging of ESF beneficiaries, and effective records are created for training, support and counselling sessions for at risk learners.
3.3	To deliver training (if necessary) and develop and maintain the ESF controls and standardised documentation, to equip delivery teams with the right guidance, documentation and knowledge to successfully implement the project.
3.4	To work with delivery partners to address any areas of under-performance, and where necessary, design and implement Support to Improve Action plans to keep the project on budget, and performing against the contract deliverables.
3.5	To participate and contribute to the SAR and annual quality assurance reviews and implement actions under the QuiPs.
3.6	To compile performance reports to enable the Project Director to produce performance reports for the project board, EMT and the production of the ESF claims on the DWP portal.
3.7	To liaise with finance, verify costs and receipts, as well as claim profiles and evidence from the delivery partners, and compile monthly and quarterly claims.
3.8	To prepare finance information so that the grant payments can be calculated and released to the delivery partners (NET, and the FE College sub-contactors).
3.9	Any other duties commensurate of working in a team to effectively deliver the ESF project and employability programmes under the LEAP objectives.

4.	Budget Responsibility:
4.1	<p>The post holder will monitor financial performance against the ESF granular budgets, and raise the requisitions for claims and payments, in line with the audit trail of ESF qualifying expenditure.</p> <p>The post holder will not be a budget holder, but will compile claims and performance data for project director, and Group Executive Director – Projects and Development.</p>

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths	E	
	Graduate qualification	E	
	Financial qualifications (such as AAT)		D
Specialist Knowledge	Prior experience in working on ESF projects	E	
	Knowledge of FE Skills systems and programmes	E	
	Knowledge of FE Quality Standards	E	
	Knowledge of financial and performance management		D
Experience	Experience in delivering ESF projects	E	
	Experience of working within post 16 FE, including delivering and the quality cycle		D
Skills and Attributes	Effective communication skills (written and in presentation)	E	
	Professional and respectful, with the ability to liaise with project managers and delivery teams (Good Team worker).	E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable