

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	SDF Claims and Compliance Officer
Responsible to:	Group Executive Director – Projects and Partnerships
Responsible for:	Monthly financial claims and reports on the Strategic Development Fund Skills returns for the FE Consortium

1.	Job Purpose:
1.1	To gather monthly evidence of costs and defrayal, including payroll, capital and revenue purchases, working with the FE Consortium, in order to collate monthly returns on a £2.75m project.

2.	Key Responsibilities:
2.1	Collate financial claims and activity reports on a monthly basis for the Strategic Development Fund project. As members of the project secretariat, you will undertake monthly audit and verification of project outcomes and results.
2.2	To assist project delivery teams to gather evidence of performance against the project objectives (i.e. data on volume and numbers of staff on CPD, the number of new courses created, the number of learners accessing new course provision).
2.3	To make SDF returns claims to the DfE, including the production of data returns, as well as qualitative information and produce performance reports, working with the project leads.

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 through the TEC Partnership Projects Unit, and collating financial performance information in order to submit monthly grant claims.
3.2	To work with MIS, Finance and Payroll teams and gather quantitative and qualitative data and lead in the production of monthly and quarterly claims. This includes liaison with project leads and officers in the FE Consortium to gather the evidence of staff costs, purchases and capital investments, as part of the £2.75m programme.

3.3	To validate costs and offer support and guidance to partners, to ensure consistent controls across the SDF programme, and create structures records for financial audit.
3.4	To work with delivery partners to address any areas of under-spends, and where necessary, agree Action plans to keep the project on budget, and performing against the contract deliverables.
3.5	To compile performance reports to enable the Project Director to produce performance reports for the project board, EMT and the production of the SDF claims.
3.6	To prepare finance information so that the grant payments can be calculated and released to the delivery partners, working with finance to raise Purchase orders and process grant payments to the SDF Partners.
3.7	Any other duties commensurate of working in a team to effectively deliver the SDF project and related skills programmes.

4.	Budget Responsibility:
4.1	<p>The post holder will monitor financial performance against the SDF granular budgets, and raise the requisitions for claims and payments, in line with the audit trail of SDF 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.

	<ul style="list-style-type: none"> • 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
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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 Graduate qualification Financial qualifications (such as AAT)	E	D D
Specialist Knowledge	Prior experience in working on projects Knowledge of FE Skills systems and programmes Knowledge of financial and performance management	E	D D
Experience	Experience in working within a team on projects and financial controls Experience of working within post 16 FE	E	D
Skills and Attributes	Effective communication skills (written and in presentation) Professional and respectful, with the ability to liaise with project managers and delivery teams (Good Team worker).	E E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable