

***This project has been supported by the European Union's INTERREG VA Programme,
managed by the Special EU Programmes Body***

JOB DESCRIPTION

East Border Region Ltd

Comprising Counties Louth, Meath and Monaghan, Newry Mourne and Down District Council, Armagh City, Banbridge and Craigavon Borough Council and Ards and North Down Borough Council.

Details of post

Job title	Assistant Finance Officer
Base	The person appointed will be based at 2 Monaghan Court, Newry but may be required to work throughout the East Border Region
Duration of post	Fixed Term Contract – 31 December 2021
Reports to	Chief Executive of East Border Region Ltd
Scale / Grade	SO1, SCP 29 – 31, £26,470 - £28,221 per annum pro rata to hrs worked
Total hours	37 hours per week
Work pattern	Monday to Friday, 9.00 am to 5.00 pm The successful candidate must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required.
Car user	Essential

Overall Purpose

Responsible to the Chief Executive for maintaining all administrative and financial aspects of EBR and any funded projects.

To ensure that EBR Ltd fully complies with all INTERREG VA financial rules and procedures as outlined by the SEUPB and the European Commission.

Duties and Responsibilities

- 1.0 To liaise with INTERREG VA Project Partners and Lead Partners in the preparation of Claims to SEUPB.
- 2.0 To scrutinise claims to ensure they comply with the conditions agreed at the Letter of Offer stage and under the European Commission regulations.
- 3.0 To monitor audit requirements for grants paid and ensure that all Partners/Lead Partner meet their obligations.
- 4.0 To assist with the preparation and analysis of EBR Administration expenditure claims on a quarterly basis.
- 5.0 To input line by line expenditure into the eMS database as required.
- 6.0 To co-ordinate and carry out verification visits on project grant recipients and complete the necessary returns.
- 7.0 Scrutiny of claims both internal and external to ensure they comply with the conditions agreed at the Letter of Offer stage and under the European Commission regulations.
- 8.0 To carry out spot check evaluations of claim forms, against details of the purpose for which grants were approved, and specific costing details.
- 9.0 To prepare and analyse expenditure by budget on a quarterly basis and ensure that the computer database is up-dated as necessary.
- 10.0 To report to the Chief Executive any anomalies, instances of best practice or innovation, on any of the above areas.
- 11.0 Scrutinise EBR bank reconciliation statements and petty cash journals on a monthly basis.
- 12.0 To carry out any other responsible duties as identified by the Chief Executive. East Border Region Ltd recognises service with your previous employer in accordance with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Northern Ireland) 1999.

General

1. Carry out duties in compliance with the Health and Safety at Work Order 1978 (as amended); Acts of Parliament; Statutory Instruments and Regulations and other legal requirements; and all East Border Region Ltd's Policies and Procedures including Dignity at Work, Health and Safety, Attendance and all relevant Codes of Conduct.

- 2.** Undertake the duties in such a way as to enhance and promote the positive reputation of East Border Region Ltd.
- 3.** Lead by example by behaving at all times in accordance with the East Border Region Ltd's values and promote same within the organisation and externally.
- 4.** Undertake all aspects of work respecting confidentiality and ensure that personal and/or sensitive information under the control or access of the postholder is used, stored and maintained in accordance with relevant data protection legislation.
- 5.** Where applicable, oversee the provision of a suitable key holding arrangement(s) for the service area(s) under the control of the postholder to ensure:
 - Routine opening and closing of East Border Region Ltd Building and Facilities
 - Response to out of hours alarm calls
 - Ability to open buildings/facilities to assist with East Border Region Ltd's Emergency Plan.
- 6.** Promote diversity across the organisation and in the Department by adhering to the East Border Region Ltd's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.

The list of duties / responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties / responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.

Person Specification

JOB TITLE: Assistant Finance Officer

Competency Level: Operational

Employees/Applicants must be capable of undertaking the duties and responsibilities as set out in the Job Description and fulfil the requirements of this Person Specification; which will be assessed through the appointment process.

Employees/Applicants must be suitably qualified and experienced, be able to meet the criteria set out in this Person Specification and demonstrate they possess the key competencies for the position at an operational level.

FACTOR AND CRITERIA	Essential	Desirable	Method of Assessment
Education / Qualifications			
Third Level Qualification.	Essential		Application Form Certificates
Experience			
You must be able to clearly demonstrate at least 2 years' experience of working in a Financial and Administrative role including Budget Management.	Essential		Application Form Assessment Interview
You must be able to clearly demonstrate at least 2 years' experience of successfully achieving results to meet timeframes, with external agencies.	Essential		
You must be able to clearly demonstrate at least 2 years' experience Monitoring and evaluation of funded programmes /projects.	Essential		
You must be able to clearly demonstrate at least 2 years' experience of partnership working with a wide range of groups and individuals.	Essential		
Experience working on EU funded programmes.		Desirable	
Technical Skills and Knowledge			
Be able to demonstrate competence in use of Microsoft office applications including email, spread sheets, databases and PowerPoint.	Essential		Application Form Assessment Interview
Other Requirements			
Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post*.	Essential		Application Form
Ability to work outside of normal office hours, including evenings, weekends and public/bank holidays.	Essential		

*In the event that a person has a disability, the applicant must demonstrate that they will have sufficient access to a mode of transport that will enable the role to be fulfilled in full.

COMPETENCIES

Competence at an operational level is essential for this post and will be assessed at the appropriate selection stage of the appointment process; using the Competency Framework for Local Government, (East Border Region Ltd abide by this Competency Framework) which includes definitions of the competence groups and examples of positive indicators. All of the competencies are considered relevant to this post and may also be assessed during probation and throughout employment in this role.

Definitions have been provided and more information on the competency framework can be found at:

<http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf>

The defined competency level for this post is – Operational

Competence Group	Competence & high level definition	Essential	Assessment
1 How We Provide Leadership & Direction	1.1 Setting Direction Contributes to the development of a strategy and conveys a clear vision led by being innovative, ambitious and proactive.	YES	Selection Interview / Assessment
2 How We Manage Ourselves	2.1 Managing Our Own Work Plans, structures and prioritises own work to achieve optimum results	YES	Selection Interview / Assessment
	2.3 Communicating with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	YES	Selection Interview / Assessment
3 How We Work With Others	3.2 Influencing Outcomes Adapts style and approach to achieve effective outcome.	YES	Selection Interview / Assessment
4 How We Move Forward	4.1 Problem Solving and Decision Making Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and cooperation an environment of trust, mutual respect and cooperation.	YES	Selection Interview / Assessment
	4.3 Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.	YES	Selection Interview / Assessment

Summary of Terms & Conditions of Employment

Job Title: Assistant Finance Officer (Fixed Term Contract)

Vacancy Reference: EBR-02-0219

General

The appointment will be subject to the provisions of the National Joint Council for Local Government Services along with other locally negotiated agreements as adopted and amended from time to time.

Continuous Service

The East Border Region recognises service with previous employers in accordance with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Northern Ireland) 1999.

Duration of appointment

Fixed Term contract until December 2021

Location and transferability

Based in East Border Region Ltd, 2 Monahan Court, Newry, BT35 6BH. The post holder will be required to travel across the entire project area.

The post holder may be required to transfer to other locations in accordance with any requirements stated in the Job Description, any reviews of service delivery or other requirements as may arise from time to time.

Rate of pay

SO1, SCP 29 – 31, £26,470 - £28,221 per annum

Hours of Work

Hours of work are: 37 hours per week.

The post holder must be prepared to work outside normal office hours, including evenings, weekends, and Public and extra Statutory Holidays.

The post holder may be required to work in excess of the specified hours per week for which appropriate overtime rate will be paid.

Work Pattern

Monday-Friday: 9am – 5.00pm

Pre-Employment Checks

It is the right of East Border Region Ltd to satisfy itself of the suitability of candidates for employment. This offer is subject to satisfactory pre-employment checks and the East Border Region Ltd reserves the right to make further enquiries about the suitability of candidates as deemed appropriate. The East Border Region reserves the right to revoke an offer of employment, from which there is no right of Appeal.

Canvassing

Canvassing in any form, oral or written, direct or indirect, if proven to the satisfaction of the East Border Region, will disqualify a candidate for appointment.

Reserve List

Applicants may be held on a reserve list for up to 12 months, subject to satisfactory performance at selection. In accordance with the Local Government Staff Commission Code of Procedures on Recruitment and Selection, vacancies for other similar posts may be filled from a reserve list of candidates. Such vacancies may be on full-time, part-time or temporary basis and in other East Border Region departments or locations.

Probationary Periods

Appointments are subject to the satisfactory completion of a six-month probationary period.