

***The 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. Ards and North Down Borough Council.

#### **Details of post**

Job title	<b>Finance/Administration Officer (12 Month Fixed Term Contract) Possible extension subject to funding.</b>
Base	2 Monaghan Court, Newry but may be required to work throughout the East Border Region – <i>(EBR follow the current NI Covid 19 restrictions and currently all staff are working from home, staff will be notified of when a return to the office applies)</i>
Duration of post	The appointment is for a fixed term period of 12 Months with possible extension subject to funding.
Reports to	Chief Executive of East Border Region Ltd
Rate of pay	Scale 6, SCP 18-22 £24,982 - £27,041 per annum
Total hours	37 hours per week
Work pattern	Monday to Friday
	The successful candidate must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required.
Corporate Dress	Smart Business Wear
Car User	Essential

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#### **Main Purpose of Post/Job Summary**

To provide financial and administrative support to the East Border Region Ltd INTERREG VA Projects including claims and preparation of reports.

## **Duties and Responsibilities**

1. Co-ordination and implementation of financial and general administration duties associated with the INTERREG VA funded projects.
2. Assisting with the administration of the financial claims and reporting requirements of INTERREG VA on behalf of the East Border Region Ltd.
3. Maintain a monitoring system for all financial and general administrative procedures.
4. Liaise with Lead Partners and Project Partners in the preparation of INTERREG VA claims to ensure compliance with conditions agreed in Letter of Offer and under SEUPB regulations.
5. Liaise with the Lead Partners, Project Partners to ensure claims are accurately and appropriately submitted to SEUPB for efficient drawdown of funds.
6. Organise and service meetings, to include minute taking, action recommendations as required and disseminate information to all relevant parties.
7. Deal appropriately with enquiries regarding INTERREG VA funded Projects and liaise with other Officers as necessary.
8. Manage his/her personal contact time to ensure service contract obligations are meeting the required level of efficiency and quality standards.
9. Report to the Chief Executive any anomalies, instances of best practice or innovation, on any of the above areas.
10. Carry out any other responsible duties as identified by the Chief Executive.

## **Service Delivery and Performance**

### **Financial Controls**

1. Work within agreed budgets and finances to deliver service priorities, by ensuring that allocated budgets are effectively managed, implemented and adhered to for the service(s) under their control.
2. Ensure purchase of goods and/or services are in accordance with the East Border Region/Funder's procurement policy.
3. Ensure functions under the control of the post holder are operated in accordance with the East Border Region risk management and governance processes, and that the appropriate documentation is completed and signed off as necessary.

### **Performance Improvement**

4. Keep up-to-date with changes and amendments to relevant legislation including areas of best practice relating to the post holder's service area.

5. Participate in employee training and development activities to ensure that knowledge, skills and competence required to fulfil the role in full are up to date.

## **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 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.
3. Lead by example by behaving at all times in accordance with the East Border Region 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 post holder 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 post holder to ensure:
  - a. Routine opening and closing of East Border Region Buildings and Facilities
  - b. Response to out of hours alarm calls
  - c. Ability to open buildings/facilities to assist with East Border Region Emergency Plan.
6. Promote diversity across the organisation and in the Department by adhering to the East Border Region 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:** Finance/Admin 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**.

<b>FACTOR AND CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education / Qualifications</b>			
Grade C or above in at least 5 GCSEs or equivalent, two of which must include GCSE English Language or equivalent and GCSE in a numerate subject or equivalent	Essential		Application Form Certificates
<b>Experience</b>			
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 1-year experience of successfully achieving results to meet timeframes, with external agencies.	Essential		
You must be able to clearly demonstrate at least 1 year experience in Monitoring the eligibility of expenditure in order to draw down funds.	Essential		
You must be able to clearly demonstrate at least 1-year experience of partnership working with a wide range of groups and individuals.	Essential		
Experience working on EU funded programmes.		Desirable	
<b>Technical Skills and Knowledge</b>			
Be able to demonstrate competence in use of Microsoft office applications including email, spread sheets, databases and PowerPoint.	Essential		Application Form Assessment Interview
<b>Other Requirements</b>			
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
<b>1 How We Provide Leadership &amp; Direction</b>	<b>1.1 Leadership</b> Motivates others to achieve their objectives and organisational goals through involvement and providing feedback and support. Provides and supports development to enable effective delivery.	YES	Selection Interview / Assessment
<b>2 How We Manage Ourselves</b>	<b>2.1 Managing Our Own Work</b> Plans, structures and prioritises own work to achieve optimum results	YES	Selection Interview / Assessment
	<b>2.3 Communicating with Impact</b> Presents a positive image by communicating effectively, being resilient and treating people fairly	YES	Selection Interview / Assessment
<b>3 How We Work With Others</b>	<b>3.2 Influencing Outcomes</b> Adapts style and approach to achieve effective outcome.	YES	Selection Interview / Assessment
<b>4 How We Move Forward</b>	<b>4.1 Problem Solving and Decision Making</b> 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
	<b>4.3 Achieving Results</b> 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:** Finance/Admin Officer (12 Months Fixed Term Contract)

**Vacancy Reference: EBR 01-21**

### **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**

12 Month Fixed Term contract

### **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. *(EBR follow the current NI Covid 19 restrictions and currently all staff are working from home, staff will be notified of when a return to the office applies)*

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**

Scale 6, SCP Scale 6, SCP 18-22 £24,982 - £27,041 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 Time in Lieu will be paid.

### **Work Pattern**

Monday-Friday 9am to 5pm

### **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 6 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 three-month probationary period.