



Job Description

Building Bridges Programme Administrator (Finance)

Job Title:	Building Bridges Programme Administrator (Finance)
Salary Scale:	Community First scale point 320
Hours:	36.5 hours per week, including occasional evening and weekend work
Location:	Beacon Business Centre, Hopton Park, Devizes
Supervisor:	Building Bridges Programme Manager

Job Purpose

To lead the financial compliance processes and undertake quality assurance of participant files to support the Building Bridges Programme Manager and the wider team to ensure effective and compliant delivery of the programme.

Funding

This role is fully funded by the European Social Fund and the National Lottery via the Big Lottery Fund and as part of the Building Better Opportunities programme and will be solely employed on the programme delivery.

The role is a fixed term contract to the end of October 2019, with a potential option to extend for a further two years.

Main Duties

1. To assist in the lead administration of the financial claims process across all programme partners to assure the eligibility and quality of their monthly and quarterly returns, including all necessary supporting evidence.
2. To assist in the compilation and consolidation of partner finance claims and reporting on all aspects of the programme as appropriate.
3. To liaise with all programme partners to ensure they are aware of and complying with all relevant financial governance requirements for the Building Better Opportunities programme.
4. To assist in the consolidation and reporting of participant tailored support costs on behalf of the lead team.



5. To support the development of quarterly claims and reports to funders and the subsequent audits by the Big Lottery Fund, Managing Authority, European Social Fund or other stakeholders.
6. To ensure that the necessary governance controls, databases and spreadsheets, programme files and administrative systems are kept up to date for the programme.
7. To work within the Building Bridges lead team and partner organisation staff to ensure that the required standards for participant files are fully understood and complied with and, if necessary, adopt an outreach approach to work with partners to ensure compliance of their financial claims and participant files.
8. To assist in the assurance of the quality and currency of the participant files across all Building Bridges programme partners to ensure they meet the required standards of completeness and accuracy, including eligibility, action plans, progress monitoring and recording of outcomes.
9. To support the Programme Manager in communicating any learning that arises from audits or any new requirements communicated in the Building Better Opportunities programme guidance.
10. To co-operate and liaise with a wide variety of key stakeholders regarding the programme, including the Chief Executive, Head of Finance, Trustees, Partner Organisations, Funding Body and Managing Authority.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.



- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the building Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.