

Position	Project Finance Officer
Reports To	Head of Finance

PURPOSE

Financial management of publicly financed contracts on behalf RTC North and its associate organisations.

DESCRIPTION

- Submission of accurate project claims on a timely basis.
- Understand and disseminate the financial and administrative requirements of the funding streams.
- Maintain and disseminate with appropriate narrative project budgets to project leads.
- Respond to queries from funders on a timely basis to minimise cashflow implications.
- Assist the finance team in the production of monthly/quarterly management accounts.
- Liaise with and arrange numerous project audits for the funding streams.
- Assist the finance team in the day to day running of the section.
- Provide costings and financial information during the development of new business opportunities.
- Submit accurate project claims for RTC associate companies.

This is a full time, permanent post and may include other duties not specified above

Specific Requirements

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> AAT (NVQ Level 4) Accounting 	
Skills/Training	<p>Knowledge of Microsoft applications, Word, Excel and Outlook.</p> <p>Knowledge of Sage Line 50.</p> <p>Attention to detail to enable accurate compilation of claims.</p> <p>Effective communicator with all levels of stakeholders.</p> <p>Working to deadlines.</p> <p>Being flexible in approach, find alternate ways of working to suit new funding streams.</p>	<p>Experience of on-line banking, reconciliations.</p>
Experience	<p>Minimum of 2 years in an accounting role</p>	<p>Experience of dealing with Public Sector claims, ERDF, ESF, EU.</p>
Other		<ul style="list-style-type: none">

MINIMUM COMPETENCY LEVELS REQUIRED		
Team Work & Collaboration	Level 2 A good team player	<ul style="list-style-type: none"> • Recognises when help is needed and willingly offers support • Accepts responsibility for team objectives • Has a positive view of the team and wants the team to deliver its objectives • Accepts that others have a valid point of view and shows respect for others' intelligence
Effective Communication	Level 3: Communicates in an engaging and proactive manner	<ul style="list-style-type: none"> • Shows a genuine interest in other people's views • Always approachable and receptive • Openly shares information • Adapts communication style to suit a variety of audiences • Understands who will be affected by any issues/changes and ensures all stakeholders are kept informed • Relays management and policy information with conviction, authority and support
Planning, Organisation & Flexibility	Level 3: Plans ahead and adapts	<ul style="list-style-type: none"> • Involves others in planning activities • Shifts resources to ensure delivery • Monitors and manages staff skills and competence to ensure sufficient resources are available to meet expectations • Assesses time and resources needed for projects or activities • Develops practical and realistic plans that ensure efficient use of resources • Plans how to deal with peaks and troughs in workload over time • Draws up contingencies and adapts plans as necessary
Integrity	Level 3: Chooses transparency	<ul style="list-style-type: none"> • Builds trust through modelling desired behaviours • Does not compromise on matters of ethics • Is honest about aspirations and agendas, particularly in relationships with colleagues • Maintains the integrity of RTC North by being open in communication <p>Is willing to publicly admit to making a mistake and does not "pass the buck"</p>
Problem-Solving	Level 3 Generates a range of innovative ideas	<ul style="list-style-type: none"> • Open minded and actively seeks opportunities to try out new ideas • Has a record of seizing and driving ideas to successful implementation • Creates innovative working methods to generate new ideas • Uses resources creatively • Has a flexible approach to problem solving • Looks beyond the obvious
Embracing Change	Level 3:	<ul style="list-style-type: none"> • Helps others to understand the reason for change • Communicates change in a clear and helpful way

	Implements change	<ul style="list-style-type: none"> • Anticipates others' resistance to change and is proactive in reducing this • Involves others early on in the change process • Provides input on a regular basis to keep people informed
Influencing & Relationship Building	Level 3: Tailors approaches	<ul style="list-style-type: none"> • Sells ideas to others • Anticipates likely objections • Understands the agenda of others • Asks for ideas to build ownership • Appeals to emotion as well as reason
Innovation & Creativity	Level 2: Identifies and tries different approaches	<ul style="list-style-type: none"> • Modifies an existing idea to produce something that can be applied personally • Tries out a number of different solutions • Speeds up and improves existing processes • Applies learned models and theories to current business situations • Open minded and actively seeks opportunities to try new ideas • Generates alternatives before settling on a solution • Develops new approaches to improve or replace existing procedures or systems