

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 function.
- 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	GCSE Grade C in Maths and English or equivalent	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>	Experience of on-line banking, reconciliations.
Experience	<p>Working to deadlines.</p> <p>Being flexible in approach, find alternate ways of working to suit new funding streams.</p>	Experience of dealing with Public Sector claims, ERDF, ESF, EU.

MINIMUM COMPETENCY LEVELS REQUIRED		
Teamworking	Level 3 Requests input from others	<ul style="list-style-type: none"> • Consults other teams to establish prior relationships with stakeholders • Asks others for their ideas and opinions and can sell own ideas to others, whilst anticipating objections • Works together to form decisions and plans and willingly learns from others • Values, calls upon and utilises the experience of colleagues • Follows management and policy information with conviction and authority
Organisation	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
Building Trust	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 and generates case studies to celebrate success • Is willing to publicly admit to making a mistake and does not “pass the buck”
Embracing Change	Level 3 Implements Change	<ul style="list-style-type: none"> • Helps others to understand the reason for change through clear communication • Anticipates others’ resistance to change and proactively reduces this through early involvement in the change process and regular updates • Has a flexible approach to problem solving, involving others as required <p>Looks beyond own team’s offer and collaborates with colleagues from other programmes/departments to ensure best possible outcome for the stakeholder</p>

HOW TO APPLY
<p>Please send your CV to Mica MacInnes at: mica.macinnes@rtcnorth.co.uk Please note the deadline is Friday 16th October 2020.</p>

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.