

JOB DESCRIPTION

JOB TITLE:	Funding Officer
MANAGED BY:	Senior Funding Officer
GRADE:	8

THE ROLE

The West of England Combined Authority is seeking to appoint a Funding Officer to join the Grant Management and Assurance team.

The primary purpose of this post is to contribute to the effective and compliant operation of the Combined Authority's grant management programmes. This will include:

- Supporting the successful delivery of grant funding programmes, such as the City Region Sustainable Transport Settlement (CRSTS), Investment Fund and the Adult Skills Fund (ASF).
- Coordinating scheme reporting, change management, monitoring and evaluation processes including liaising with grant recipients.
- Assisting the Head of Grant Management and Assurance and Senior Funding Officers in ensuring the West of England Combined Authority is compliant with all funding requirements associated with grant awards or applications

KEY RESPONSIBILITIES

- Operate as a Funding Officer within the Grant Management and Assurance Team.
- Using project management skills and processes, contribute to the proper management of the West of England Combined Authority funding programme spanning a number of funding streams and hundreds of millions of pounds. Depending on the nature of the fund this to include:
 1. the accurate recording of all key metrics/deliverables.
 2. timely movement of applications/business cases through each application and appraisal stage.
 3. ensuring the timely and complete supply of progress reports and requests for change.

4. liaison with applicants/promoters.
 5. provision of accurate advice and guidance.
- Lead on the monitoring and evaluation of specific funding streams within the programme including as appropriate the City Region Sustainable Transport Settlement (CRSTS), Investment Fund and ASF, together with establishing arrangements for new funds added to the programme.
 - Make proper and efficient use of record and data management systems/processes.
 - Work with other members of the Combined Authority Grant Management and Assurance Team to put in place funding agreements/Grant Offer Letters and to monitor delivery against these agreements ensuring that recipients achieve key milestones and issues / concerns are resolved as they arise.
 - In conjunction with colleagues ensure accurate and timely payments to grant recipients are made including carrying out necessary checks and agree with other team members appropriate further action as required.
 - Identify project and programme level issues/risks as they arise, and resolve where appropriate/recommend resolution options, including liaising with scheme promoters and using influencing skills to achieve desired outcomes.
 - Participate in, and represent, the Team at meetings with representatives of other Combined Authority Directorates and funding recipients.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level (with a strong analytical component) or with equivalent experience

Experience

- Experience of working in a large public sector organisation
- Experience of communicating (written and oral) with a wide range of people, particularly external stakeholders, and of explaining technical/complex information in an easy to understand manner.
- Experience of working in a funding environment

Skills and Competencies

- Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices.
- Ability to work individually with minimum supervision and as part of a multi-disciplinary team.
- Proficient numeracy skills.

- Proficient in the use of standard Microsoft Office products.
- Able to manipulate data for dashboards and present data effectively.
- Ability to interpret complex regulations/legislation/guidance.
- Knowledge of effective records management process and their application, particularly in ensuring files remain audit proof and that file security is upheld.
- Highly motivated with demonstrable experience of achieving personal and contributing to the achievement of team objectives.
- Good project management skills, including a sound understanding, and demonstrable use of, project controls and key performance indicators.

DESIRABLE

Qualifications and Knowledge

- Experience of working in a public sector organisation that allocates and awards grants / funding
- Knowledge of data governance protocols including adherence to data quality standards and data protection legislation
- Experience of local and central government working practices.