



Monmouthshire Business and Enterprise

JOB DESCRIPTION

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| JOB TITLE: | Rural and Regeneration Finance Lead |
| GRADE: | BAND H: SCP 33-37 £29,909 – £33,135 |
| POST ID: | RCED11 |
| HOURS: | 37 per week |
| LOCATION: | County Hall, Usk |
| REPORTS TO: | Rural Programmes Manager/ Urban Centre and Physical Regeneration Strategic Manager |

JOB PURPOSE: Dual Purpose Role:

- To undertake the lead financial role for the delivery of the Rural Development Programme 2014-2020 within the Local Action Group (LAG) areas covering Newport & Monmouthshire.
- To undertake the lead financial role for the delivery of the Regeneration programmes

ACCOUNTABLE

The post-holder will be accountable to the Rural Programmes Manager and the Urban Centre and Physical Regeneration Strategic Manager

AIM

To manage the day to day delivery of the finances in relation to the LAG under the Rural Development Programme for Wales 2014-2020 in an efficient and effective manner.

To manage the financial elements of Regeneration funding applications and manage the day to day delivery of the finances including identifying and collating match funding contributions.

OBJECTIVES

1. To manage and maintain financial agreements with delivery organisations on behalf of the LAG and the Regeneration Team;
2. To manage the internal purchase order and goods receipt system and provide project staff with timely and accurate updates on their project profiles;
3. To work with the Urban Centre and Physical Regeneration Strategic Manager to produce funding applications and undertake the financial management of successful schemes to include the identification and collation of match funding contributions from both the public and private sectors;
4. To work with the Urban Centre and Physical Regeneration Strategic Manager in the procurement of strategic contracts including the development of procurement

documentation, establishment and maintenance of clarification logs and dissemination of procurement documentation to the Strategic Manager, External Advisors and Bidders as directed;

5. To monitor and evaluate contract performance, coordinating with Council Departments to ensure works and services are carried out in accordance with the performance requirements and terms of the relevant contract or agreement;
6. To provide the Rural Programmes Manager and Urban Centre and Physical Regeneration Strategic Manager with access to regular financial updates and profiles of project progress alongside project delivery staff;
7. To be responsible for the financial processes of projects by evaluating, monitoring and recommending any necessary changes for the expenditure of approved projects;
8. To be innovative and creative with the financial systems whilst adhering to general guidelines;
9. To prepare reports and other documentation on the analysis and performance of the individual projects and the whole programme;
10. To prepare all claims and financial monitoring reports for submission to Welsh Government and other funding bodies within pre-set deadlines on behalf of the LAG and the Urban Centre and Physical Regeneration Strategic Manager;
11. To maintain all financial records relating to the projects and programmes particularly in relation to both internal and external audits;
12. To be the main point of contact with the Welsh Government and other funding bodies on financial matters relating to the programme;
13. To organise relevant financial presentations and reports for the LAG and the Council;
14. To provide advice on financial matters in particular where the content and outcomes are not well established by promoting best practice through detailed assessment and evaluation. Accuracy of advice given concerning financial reporting and monitoring must consider the effects on other individuals or organisations; and
15. To ensure the promotion and implementation of the principles of equal opportunities in relation to employment and service delivery issues.

Person Specification

Department: **Monmouthshire Business and Enterprise**

Post Title: **Rural and Regeneration Finance Lead**

Post ID: **RCED11**

Grade: **BAND H? SCP 33-37 £29,909 – £33,135**

Must be able to evidence and demonstrate the following:

1. To be educated to Degree or equivalent level in financial accounting or a related field or have significant relevant experience
2. Effective and efficient inter-personal skills and working effectively within a team.
3. Effective and efficient written and verbal communication skills with experience of writing various correspondence, reports and other documentation. In addition, will possess effective and efficient presentation skills.
4. To have experience and understanding of financial management and financial regulations relating to domestic and EU funding.
5. The ability to use and apply to a high level ICT applications in their daily work, in particular MsExcel. To have a sound knowledge of other Microsoft products such as MsWord, and other communication applications through internal and external email.
6. Experience of being able to use their initiative and be involved in a wide range of work.
7. Practical evidence and previous experience of how projects and tasks need to be managed within a dynamic environment.
8. Must be willing to work with project delivery staff, delivery agents and local communities in the LAG territories and have the necessary skills to guide, interpret and assist in the finance aspects of their projects.
9. An effective understanding of how local government works and how other agencies and organisations contribute to the delivery of economic development.
10. To be able to work to tight deadlines, likes to challenge ways of working and strives to aim for improvement in the delivery of economic improvements to the LAG territories.
11. Must be willing to abide by the principles and practice of quality of opportunity as laid down in the Authority's Equal Opportunities Policy.