



Department:	Public Health
Job Title:	Finance & Grant Management Officer
Grade:	10
Post Number:	
Service/Section:	Leicester-Shire & Rutland Sport (LRS)
Base/Location:	SportPark at Loughborough University, Loughborough, Leicestershire, LE11 3QF
Responsible To:	Sports Development Manager & Active Partnership Director
Responsible For:	Financial & grant management systems including financial reporting
Key Relationships/ Liaison with:	Funding partners including Sport England Investment Team, Leicestershire County Council (LCC) business partner, LRS management team and budget holders, LRS Board Members and key stakeholders of LRS.

Job Purpose
<ul style="list-style-type: none"> To manage and provide analysis and oversight of the financial management systems of LRS.

Main Duties and Responsibilities	
1.	To develop, maintain and produce accurate financial information and monitoring reports across all business areas of LRS to support budget managers to operate effectively.
2.	To lead on and work with budget holders and managers regarding budget preparation, monitoring and future forecasting of service income and expenditure levels. Provide high quality analysis, advice and support to budget managers.
3.	Undertake relevant cost centre investigations in relation to LRS expenditure and income when requested.
4.	Develop and maintain a local financial management system that integrates with the host authority (LCC) system. Take data and information from the host authority financial management system to present local management accounts and reports.

5.	Produce and present detailed monthly financial reports to SLT, detailing income and expenditure levels, budget profiling and provide check and challenge for budget managers
6.	Establish systems to ensure that multiple funding 'draw-downs' from funding partners are completed in a timely manner. Lead the production of grant reconciliations and liaise with project managers and external funding bodies to do so.
7.	Ensure terms and conditions of grants are adhered to with regard to ongoing claims. Generate evidence and provide back-up documentation as required.
8.	To produce and present quarterly reports for the LRS Board, that provide advice on income and expenditure levels, future forecasting and reserves position.
9.	To lead the year end closing of LRS accounts, including roll over of external funding, liaising with budget managers and funding bodies, providing investigation and analysis of variances.
10	Ensure LRS complies with the UK Code for Sport Governance by completing financial surveys and other work as directed by Sport England and the Active Partnership Network.
11	To assist with developing new financial reporting and management systems.
12	Process internal transfer journals, requisitions, invoices, income payments, petty cash and deal with general enquiries.
13	To be responsible for the compiling and submission of financial claims relating to income across all business areas of LRS.
14	To support key LRS events when required.
15	Any other duties commensurate with the grade of the job.
14	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

OTHER

Be aware of and committed to the safeguarding principles and practices adopted by LRS.

To comply with all relevant Health & Safety Policy & Procedures as adopted by Leicestershire County Council and LRS.

Special Factors

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities 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 cannot in themselves justify a reconsideration of the grading of the job.

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) The postholder must be able to travel independently throughout the LRS area.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 25th September 2019

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	Essential	Desirable	How assessed
Qualifications			
Educated to BTEC Higher/NVQ4 level or equivalent in a finance/accountancy discipline or the ability to demonstrate substantial experience in a similar office/working environment.	✓		Doc/Int
Professional qualifications such as AAT intermediate/advanced or equivalent.	✓		Doc/Int
Experience			
Experience in a multi-agency funding environment.	✓		App/Int
Appropriate accounting experience such as budget preparation, budget monitoring, year end accounts.	✓		App/Int
Experience of working with financial systems such as Oracle Financials Database, Excel, Word or similar.	✓		App/Int
Substantial experience of providing Financial Support service and advice to colleagues and funding partners.	✓		App/Int
Good understanding of effective business systems particularly in relation to financial management.	✓		App/Int
Proven experience of project, programme and people management.		✓	App/Int
Ability to analyse and improve financial reporting systems.	✓		App/Int
Knowledge			
Knowledge and understanding of the sport		✓	App/Int

development process-			
Knowledge and understanding of the structures and workings of Active Partnerships.		✓	App/Int
Ability to operate sensitively to externally funded project requirements/environments.		✓	App/Int
<u>Skills and Competencies</u>			
Excellent working knowledge of Microsoft Office ie. Excel, Outlook.	✓		App/Int/ Test
Can communicate effectively through the use of a range of written and oral skills.	✓		Int
Has excellent organisational and planning skills.	✓		Int
Has good interpersonal skills, with the capacity to communicate effectively with all stakeholders.	✓		Int/App
Is a strong team player with good interpersonal abilities.	✓		Int
Motivation for producing high quality and accurate work.	✓		Int/Test
Self motivated, self starter.	✓		Int/App
Demonstrates professionalism at all times.	✓		Int
Has the ability to work on own initiative.	✓		Int/App
Is able to be flexible in their work ethic to respond to the organisation needs.	✓		Int/App
<u>Other Requirements</u>			
Is able to travel around the County economically.	✓		Int/App
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		Int/App
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key: App = Application Form Pre = Presentation
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Test = Test
Int = Interview

Med = Medical Questionnaire
Dc = Documentary Evidence (E.g., Certificates)

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