

Kent County Council

Job Description: *Project Officer (Finance, Monitoring, and Reporting)*

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| Directorate: | Growth, Environment and Transport |
| Unit/Section: | Economy Team |
| Grade: | KSH |
| Responsible to: | Programme Manager (Skills & Employment) |

Purpose of the Job:

To lead on the day-to-day monitoring and reporting associated with the Connect to Work programme. This includes overseeing the management of financial requests and liaising with finance colleagues to ensure the prompt payment of grants to contracted providers. The role involves ensuring accurate and timely reporting on programme progress, financial expenditures, and outcomes.

The Project Officer will work closely with the Programme Manager (Skills & Employment) and the wider Economy Team to ensure that all financial and reporting activities are aligned with the programme's objectives and contribute to the overall success of the Connect to Work programme.

Main duties and responsibilities:

- Oversee the **management of financial requests** and ensure the prompt payment of grants to contracted providers. This involves liaising with finance colleagues to manage financial transactions efficiently.
- Lead the **day-to-day monitoring and reporting activities** associated with the Connect to Work programme. This includes ensuring accurate and timely reporting on programme progress, financial expenditures, and outcomes.
- Work closely with the Programme Manager (Skills & Employment) and the wider Economy Team to ensure that all **financial and reporting activities are aligned with the programme's objectives**.
- **Engage with stakeholders** to collect feedback and continuously improve financial and reporting processes. This will involve closely working with the Project Officer (Stakeholder Management & Communications).
- Identify and **manage risks and issues** related to financial and reporting activities. This includes tracking and reporting on the progress of these activities to ensure they are in line with the programme's goals.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Project Officer (Finance, Monitoring, and Reporting)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none">• Educated to degree level or NVQ 4 or 5, Diploma in Management 5 or equivalent.• Clear commitment to further personal and professional development. |
| EXPERIENCE | <ul style="list-style-type: none">• Experience of working in Government funded Employment/skills programmes.• Experience of joint working with a range of partner organisations and agencies in the private and/ or public sector at local, regional and national level.• Experience of financial monitoring and reporting, particularly for public sector contracts, is essential.• Experience of Microsoft Excel is essential, ideally managing budgets monthly, quarterly and annually in multiple year contracts |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Strong communication skills, both in writing and verbally, to communicate and present to senior staff at all levels, including presenting to Members.• Strong attention to detail to ensure accurate and timely reporting and payment of programme progress, financial expenditure and outcomes.• Good organisational skills and report writing.• Ability to work closely with the wider team to align financial reporting activities with programme objectives.• Ability to plan and prioritise workload to meet strict deadlines and to work with minimum direction• Ability to build effective relationships.• Able to be organised, systematic and analytical.• Ability to identify and manage risks and issues related to financial and reporting activity.• Commitment to equalities and the promotion of diversity and inclusion in all aspects of work.• Ability to travel to meet the requirements of this service.• Advanced IT skills appropriate to this post's responsibilities (in particular, M365 products). |

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| KNOWLEDGE | <ul style="list-style-type: none"> • High level of political awareness, diplomacy, and sensitivity. • Knowledge of financial management principles including budgeting, reporting and grant management. • Understanding of financial regulations and compliance requirements. • Strong understanding of monitoring and reporting processes, including the ability to analyse data and produce accurate a timely programme reports. • Understanding of stakeholder engagement approaches, including the ability to engage with finance colleagues, programme managers, and external providers. • Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues. |
| KENT VALUES AND CULTURAL ATTRIBUTES | <p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> |