###### Groundwork London Job Description

# Job Title: Contract Finance Support Officer (BBO)

**Responsible to:** Line Manager

**Responsible for:** No Line Management Responsibility

Location: Waterloo. Islington and Groundwork London offices and sites as required

Funding: This post funded by the Building Better Opportunities programme. Building Better Opportunities is funded The National Lottery Community Fund and the European Social Fund

## Job Background:

The Contract Finance Support Officer (BBO ACE) is a key member of Groundwork London’s Employment & Skills Team and is responsible for providing high quality administrative and financial contractual support with the purpose of maintaining the Trust’s contractual reporting and evidencing obligations against our agreed responsibilities with our funders and partners.

The ACE projects offers temporary supported employment to long term unemployed adults with disabilities and health conditions.

Building Better Opportunities (BBO) brings together funding from the National Lottery Community Fund (TNL Community Fund) and the European Social Fund (ESF) to help tackle the poverty and social exclusion faced by the most disadvantaged people in England.

## Main Objectives:

* Where Groundwork acts as the employer for programme participants placed internally or with a host organisation you will administer weekly payroll including timesheet checks. You will provide support and guidance to ACE staff relating to starter processes, issuing contracts and recording holidays and other absence.
* Where the host organisation acts as the employer. You will provide support to ensure that they provide the necessary evidence to reclaim the participants’ salary from Groundwork. Where external employers are utilised, you will provide support to receiving, logging & checking subsidy claims against a set procedure before liaising with finance for processing.
* Support Delivery staff and Programme Managers by administering, checking and collating contract delivery paperwork which has been created and forwarded by Groundwork staff and its partners

## Key Tasks & Responsibilities:

* Provide financial administrative support across the Able Capable Employed contract
* Advise and support ACE staff to ensure they accurately follow the ACE recruitment and new starter HR paperwork process.
* Ensure all employees and their data is managed confidentially via Groundwork’s databases and records, ensuring all HR records are up-to-date, accurate and comply with UK Employment and Data Protection legislation.
* Administer all financial HR-related documentation including timesheets, ensuring records are kept up-to-date for payroll and auditing purposes.
* Work with finance colleagues to process employer subsidy claim submissions; logging receipt, checking evidence received, feeding back any revision requirements and liaising with finance colleagues for second checks and payments.
* Undertake daily checks of the secure online data sharing platform and download recently uploaded documents from partners
* Review and check the accuracy of any data provided by partners against checklist processes. Highlight to partners any inaccuracies or omissions identified in their submissions and support them to rectify and correct these
* Assist the Programme Manager in the collation of the evidence to support the Trust’s quarterly claims to the funder
* Verify Groundwork staff timesheets against the delivery requirements and agreed staff time assignments and contact for programmes and projects.

## Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Manager
* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities, Prevent and Health and Safety policies and procedures.
* All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork London’s Environmental Management System.

## Personal & Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and with direct line staff
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**Nov 2021**

**HR ID: 742**

**Person Specification**

**Note to Applicant: When completing your application form, you should demonstrate /evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification Criteria for the post.**

| Position Name: Contract Support Officer (E&ST) |
| --- |
| **Job****Factor** | **Criteria No** | **Person Specification Criteria** | **Ranking** | **Criteria to be tested by the following documents and/or activities.** |
| **E = Essential****D = Desirable** | **Application Form** | **Interview** | **Presentation** | **Practical Exercise Test** | **Work Simulation Test** | **Certificates or Qualifications** |
| **Experience** | **1** | Commitment to learning and understanding the role of the employment team | **D** | **✓** |  |  |  |  |  |
|  | **2** | Sound finance administration experience and of collating documentation, data and evidence, checking against agreed standards  | **E** | **✓** | **✓** |  |  |  |  |
| **Competencies** | **3** | Ability to work effectively and efficiently alone, as well as flexibly and supportively within a high performing team environment | E | **🗸** | **🗸** |  |  |  |  |
|  | **4** | Ability to engage effectively with people from a wide range of backgrounds including clients, employers, partners and stakeholders | E | **✓** | **✓** |  |  |  |  |
|  | **5** | Ability to identify errors and omissions in complex information and forms, and a commitment to accuracy | E | **✓** | **✓** |  |  |  |  |
|  | **6** | Good written and verbal communication skills  | E | **✓** | **✓** |  |  |  |  |
|  | **7** | Knowledge of Data Protection relating to the storage, handling and maintenance of personal records and data | E | **✓** | **✓** |  |  |  |  |
|  | **8** | Ability to work in a high performing target driven team environment | **E** | **✓** | **✓** |  |  |  |  |
| **Competencies (continued)** | **9** | Ability to maintain accurate client data efficiently within established systems | E | **✓** | **✓** |  |  |  |  |
|  | **10** | Sound understanding and the ability to use MS Office Word, Excel, Internet and Email | E | **✓** | **✓** |  |  |  |  |
| **Additional Requirements** | **11** | A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties | E | **✓** | **✓** |  |  |  |  |
| **12** | Ability to demonstrate an understanding and commitment to equal opportunities in practice.  | E | **✓** | **✓** |  |  |  |  |

**Appointment to this role is subject to a basic records check through the Disclosure and Barring Service (DBS).**