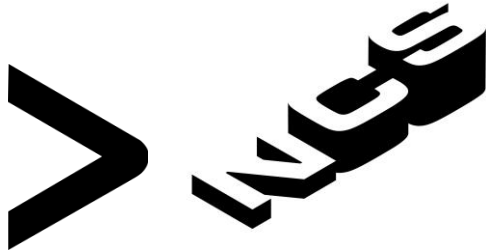


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

| | |
|-------------------------|-------------------------------------|
| JOB TITLE: | MI and Claims Officer – NCS |
| REPORTS TO: | Project Manager – NCS |
| RESPONSIBLE FOR: | No direct reportees |
| LOCATION: | Lobley Hill - Gateshead |
| SALARY: | Level 2 £17,732 - £19,969 per annum |

JOB SUMMARY

Working as a member of a dedicated Youth team, the post holder will be responsible for compiling and processing of all delivery related documentation and activities, as well as working with the Project Manager on KPI's relevant to input onto a bespoke database. This will include the collection, collation and processing of original documentation from NCS staff, including manual and electronic filing and archiving to ensure compliance with the Programme standards.

Responsible for a range of administrative and financial tasks including reconciling historic funding claims, the post holder will be required to work proactively with Prime funding organisation, ensuring achievement of funding deadlines and a high level of accuracy and quality.

KEY TASKS

Key Area:

- Develop sound understanding of all programme funding guidelines and contractual compliance to manage effective collation of claim documentation and submissions deadlines
- Responsible for supporting the project Manager in training of all delivery staff on completion of funding documentation
- Issue deadlines for claim submissions to delivery staff to meet each funders requirements
- Collection of funding documentation, identify and ensure errors are rectified and work with Project Manager to ensure claim is compliant prior to submission
- Update internal and external information database with submission information
- Create, update and maintain an internal customer information database which will be utilised to manage current and historical data
- Weekly collation of contract activity for each delivery member of staff and contract, reporting to Project Manager for accurate forecasting.
- Organise, update and support the Project Manager to manage a comprehensive archiving process in line with Prime funders' requirements.
- Develop professional and working relationships with key staff within the Prime funders organisation in relation to MI and Quality & Compliance
- Liaise with Prime Funders on invoicing for timely payments to ensure income is reported and correct to Project Manager and Finance team.
- Collate data in line with Project Manager requirements which is used to inform SAR and QIP for Ofsted
- Maintain financial data for income and expenditure for all projects on a month basis and report on budget anomalies to the Project Manager
- Responsible for project petty cash issuing and reconciliation in line with Trust financial procedures
- Produce a range of documents including reports, meeting minutes. data input, collation, scanning and filing, correspondence with learners to meet deadlines whilst maintaining accuracy and quality
- Responsible for maintaining and replenishing resources for delivery staff
- Prepare files, quality and compliance check all funding documentation prior to external audits and recommend appropriate resolutions to teaching staff in relation to non-compliance.
- Support new members of staff with funding documentation and learner inductions
- Support Project Manager and delivery staff with any other duties as required
- Quality assurance checks of Health & Safety Vetting paperwork for employer-led delivery
- Booking Functional Skills Tests and registering learners against relevant learning aim.
- Completion and collation of all Volunteer paperwork and timesheets

Additional responsibilities

- Comply with all organisational policy, procedure and systems
- To be aware of, and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies.
- Ability to work outside normal office hours
- Any other duties commensurate with the level of the post.