

This post, as part of the Making a Difference project, is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

Job Description

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| Job title: | ESF Compliance Officer |
| Group: | Careers and Employability |
| Dept/Project/Service: | ESF Making a Difference |
| Reports to: | ESF Making a Difference Contract Manager |
| Usual office base: | Whiteley |
| Direct Reports | None |
| Grade: | Careers Grade 4 |

Job purpose:

To ensure the £7.1m “Making a Difference” Project is delivered in full compliance with the requirements of the European Structural and Investment Funds Regulations and the European Social Fund (ESF) Funding Agreement by use of detailed knowledge of the current applicable rules.

To lead on internal and external audits of the project from the ESF Managing Authority (Article 125 audit), ESF Audit Authority (Article 127 Audit), inspections from any EU audit bodies.

To conduct detailed checks and reviews that ensure project activities, funding claims and project deliverables are at all times fully compliant with all requirements.

To carry out a broad range of regular and ad-hoc administrative services and tasks for and with managers, colleagues, customers and contract clients.

Job objectives:

1. Carry out evidence checks to ensure funding claims are fully compliant in line with contract requirements, ensuring:
 - accurate and timely feedback/reports are provided to managers and colleagues.
 - Proactively finding timely resolution to any identified compliance issues.
 - all compliance and administrative procedures and guidance are followed, adhering to reporting deadlines.
 - Quarterly claims are prepared in readiness for checking and authorisation by team Manager.
 - support is provided to, and best practice shared with all project staff and with other compliance and administration colleagues across EdDevTrust
 - prepare communications to the team, to relay instructions and guidance relating to compliance with details and timescales for completion.
2. Support Business Improvement team colleagues in internal audits and quality checks and ensuring the successful implementation of identified areas for improvement. Maintain

robust, secure filing systems to ensure efficient retrieval of paperwork, data and evidence to support internal and external audits.

3. Work closely with the Project Manager, Assistant Director and Finance Officer, advising on ESF specific requirements for all project activities including but not limited to Eligibility Rules, recording of interventions, project record keeping, preparation and submission of ESF claims, ESF publicity requirements, ESF Cross Cutting Themes and ESF Outputs and Results.
4. Interrogate data and MI to produce comprehensive statistical data and reports for staff and managers to assist them in effective performance management and the production of reports and presentations.
5. Contribute to the induction of Project staff with ESF contract compliance, and coach and support Office Assistant/Apprentice where applicable, delegating and managing their workload.
6. To provide expert advice and assurance to EdDevTrust management colleagues in relation to ESF compliance risks and issues, including likely impacts and mitigation options.
7. To provide quality assurance for all ESF related outputs and results, ensuring all outcomes are evidenced and recorded in line with ESF audit requirements.
8. To ensure that all staff working on the Project wherever they are based within EdDevTrust understand the ESF related aspects of their roles, and their responsibilities in relation to the submission of timesheets where applicable, and to take responsibility for the timely submission and quality of the timesheets.
9. Organise and attend internal and external events, to stay abreast of developments and guidance from the ESF Managing Authority and to ensure relevant information is cascaded to key project staff. Attend team, area and other business meetings and events when required: producing and disseminating accurate and concise meeting minutes, with clear notes and actions.
10. Provide support to colleagues to record, track and validate the progress and outcomes of project participants (customers).
11. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training

Scope:



The post holder will be expected to liaise with and maintain effective working relationships with representatives from the ESF Managing Authority and partner agencies. The post may involve some travel. It may be necessary, on occasion, to work outside standard office hours.

Person specification:

Knowledge

Essential:

- Educated to minimum GCSE 'C'/Level 2/equivalent in Maths and English.
- An understanding of and commitment to confidentiality and data security.
- Demonstrable detailed knowledge of all aspects of the current European Structural and Investment Funds/ European Social Fund regulations.

Desirable:

- Level 4 qualification in administration/business/finance or substantial equivalent and relevant experience that demonstrates high level literacy, numeracy and analytical skills
- Understanding of the skills and employability agenda specifically including the roles of the Local Enterprise Partnerships, sector bodies and other employer representative bodies.

Experience

Essential:

- Working within a busy team, building and maintaining effective relationships.
- Compliance checking, accuracy checking or auditing for the purpose of submitting accurate European Structural and Investment Funds claims.
- Managing multiple tasks and working to strict deadlines.

Desirable:

- Experience of having led ESF project audits (Article 125 and Article 127 Monitoring Visits).
- Experience of using the "EClaims" system for submitting ESF claims
- Delivering induction and/or training to new staff or existing colleagues in relation to ESF compliance matters
- Experience of working within the careers advice, employability or learning and skills sectors.

Skills

Essential:



- Effective communication skills including written and verbal and can relate to a wide range of people and organisations.
- Work collaboratively as part of a team.
- Excellent organisational and prioritisation skills to include time management of own work.
- Ability to meet deadlines and achieve targets and implement contingency plans where necessary.
- Excellent IT skills including all Microsoft Office software.
- Apply a flexible approach to work activities including travel as required to meet business objectives.
- Display an open mind and positive attitude to work and colleagues.

Education Development Trust are committed to safeguarding and promoting the welfare of children and service users. Applicants must be willing to undergo background checks appropriate to the post, including checks with previous employers and the Disclosure and Barring Service as required.