

JOB DESCRIPTION

Post: ESF Claims and Compliance Officer

Responsible to: Projects Delivery Manager

Salary: £21,251 - £26,244 per annum
Scale 4/5, Full Time
Fixed Term until 30 November 2023 – Maternity Cover

This post is part-funded by the European Social Fund

Conditions of Service: Truro and Penwith College Conditions of Service

Main Purpose of Job: Supporting the Projects Delivery Manager to ensure paperwork compliance for the college's ESF/externally funded projects.

Ensuring the evidence provided by internal project teams and external delivery partners is compliant with all ESF/external funding and governance requirements.

Specific Duties: To work with project teams to ensure accurate records/evidence for outputs, results and participants are recorded in a compliant and timely manner. Carry out audit checks to ensure continued accuracy and compliance.

Prepare ESF outputs, results, participant claim documentation for upload to E-Claims as part of the quarterly project claims process.

Work closely with ESF Project Coordinators on individual project compliance requirements, liaising with the Projects Delivery Manager as required.

Ensure compliance support is provided to, and best practice shared with, colleagues across the Projects Team, offering training and guidance as required.

Support with regular monitoring visits with Delivery Partners to conduct sample audit activities, check the accuracy and appropriate storage of project documentation and instigate any necessary remedial actions.

Assist with various duties associated with the project administrative and monitoring functions. This may include data collation, data entry, filing, photocopying, liaison with colleagues, students and other organisations, using Excel, Access and Word applications and MS Outlook.

To undertake such responsibilities as may from time to time be ascribed to the post.

To respond flexibly to the varied requirements of the department. Attention to detail and accuracy are essential as the department is routinely subject to rigorous audit.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

ESF Claims and Compliance Officer

Ideally, the person appointed will have the following skills and experience:

- Understanding and experience of financial and other audit requirements, ideally with European funded projects.
- Substantial administrative experience.
- Excellent numeracy skills.
- Good knowledge and experience of working with Excel Spreadsheets.
- Knowledge of Access databases, word-processing and e-mail.
- Data entry experience.
- High standards of accuracy and attention to detail.
- An understanding of the importance of GDPR and confidentiality protocols.
- A willingness and flexibility to learn and then operate new procedures effectively.
- Good team member with ability to relate well to both colleagues and learners.
- Ability to work on own initiative and to strict deadlines.

Desirable:

- Knowledge or experience of European funding.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.