Leeds City Council

**Job Description**

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| **Job title:** | Assistant Finance Support Officer | **Salary** | £21,589 to £23,836 |
| **Service area:** | Migration Yorkshire | **Grade** | C1 |
| **Directorate:** | Communities and Environment | **Date:**  | June 2019 |
| **Reports to:** | Finance and Evidence Manager |

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| **Fixed Term to 31 December 2020**  | **Full time (37 hours)** |

**Job purpose**

The purpose of this job is to assist in the monitoring of financial and performance management systems to support the new Refugee Integration Yorkshire and Humber project, including liaising with project partners and the Home Office, where necessary.

The post holder will be part of the Migration Yorkshire team.

**Job background**

The Refugee Integration Yorkshire & Humber project will provide comprehensive support to improve the integration of refugees, with a strategic approach and front-line services, underpinned by comprehensive evidence and refugee participation. Refugee Integration Yorkshire & Humber will deliver a regional strategy with commitments from all partners, galvanise key services, employers and civil society, produce robust research, and provide local one-to-one support and opportunities for individual refugees.

The project is managed by Migration Yorkshire and delivered across the Yorkshire & Humber region through a partnership of seven organisations. The project is part funded by the European Union Asylum, Migration and Integration Fund.

This post is with Migration Yorkshire, which is hosted by Leeds City Council. Migration Yorkshire works with national government, local government, and others to ensure that Yorkshire and Humber can deal with, and benefit from, migration.

**Key duties and responsibilities**

* Assist the Finance and Evidence Manager in managing the finances of the AMIF project – (£2m), to claim money from the Home Office and distribute to project partners.
* Assist in the developing updating of systems to ensure that the project is monitored, measured, recorded and reported accurately, in accordance with the partnership agreements and project guidance.
* Maintaining the project filing system, in both paper and electronic format, including the inputting of data and the collection of evidence.
* Providing financial support including preparing and raising orders and payments, and tracking financial arrangements.
* Assisting the Finance and Evidence Manager to ensure that everything is correctly accounted for and that the council’s financial regulations are adhered to at all times.
* Ensuring that Leeds City Council and Migration Yorkshire procedures are followed correctly.
* Ensuring that AMIF financial procedures are followed correctly.
* Regular travel across the Yorkshire and Humber, and occasionally beyond the region, for meetings and events.
* Supporting and providing cover for the other team members, commensurate with the grade, where necessary.

**General**

* Respect the confidential nature of the work and follow good practice in data protection.
* Provide excellent customer service to all stakeholders.
* Provide occasional cover for other team members, as required.
* Be responsive to the needs of the team and support colleagues as required.
* There will be occasional travel across Yorkshire and Humber, and sometimes beyond the region, for meetings and events.

**Person specification**

The post holder should demonstrate that they meet the following requirements:

|  | **E/D** | **MOA** |
| --- | --- | --- |
| **Qualifications** |  |  |
| 5 GCSEs including English and Maths at grade A\*-C (or equivalent).  | E | A |
| **Experience and knowledge** |  |  |
| Experienced and competent user of Word, Excel, PowerPoint and Outlook.  | E | A/I |
| Experience of maintaining spreadsheets and databases for financial monitoring. | E | A/I |
| Experience of working with other finance officers in a range of public sector organisations at a similar level. | E | A |
| Experience of working in partnership with others to deliver work to set deadlines. | E | A/I |
| An understanding of data protection and a commitment to working in a way that ensures confidentiality. | E | A |
| **Skills** |  |  |
| Good oral and written communication skills, with a command of written and spoken English at a level appropriate for the effective performance of the role. | E | A/I |
| Good organisational skills, with the ability to plan ahead and to manage and prioritise a wide variety of tasks with supervision. | E | A/I |
| Ability to work competently, to strict deadlines, as an effective team member. | E | A/I |
| Ability to prepare clear and concise financial reports and summaries (including written reports) | E | A/I |
| Ability to assist in the monitoring, analysis and reporting on project performance. | E | A/I |
| Excellent attention to detail and able to work with a high degree of accuracy. | E | A |
| **Other characteristics** |  |  |
| Committed to diversity, equal opportunities and community cohesion. | E | A |
| Enthusiastic about the integration of migrants and about ensuring that Yorkshire and Humber benefits from migration. | E | A/I |
| Ability to work collaboratively as part of a team. | E | A/I |
| Flexible, responsive to change and feedback and willing to learn. | E | A |

**The post is subject to a satisfactory Disclosure and Barring Service check.**