JOB DESCRIPTION

JOB TITLE:	**PEACE Programme Finance and Monitoring Officer** **Fixed term until December 2028 with possible extension subject to programme continuation and funding.** **This post is subject to funding under the European Union PEACEPLUS programmes in Northern Ireland and the Border Region of Ireland.**
SALARY:	**SO2 (SCP 28 – 30) £40,444- £42,123**
DEPARTMENT:	**Community Development**
RESPONSIBLE TO:	**PEACE Programme Coordinator**
LOCATION OF POST:	**Mossley Mill, but may be required to work from any Council site or facility within the Borough**

MAIN PURPOSE OF JOB

The Finance and Monitoring Officer will support the Project Manager as part of the secretariat for the PEACE Programmes, contributing to the delivery of the PEACEPLUS Programme, which funds cross-border and community projects that promote peace, reconciliation, and social inclusion. This includes supporting the implementation of Peace Programme Strategies and Local Area Action Plans for Antrim and Newtownabbey Borough Council.

The postholder will assist in providing financial and statistical support across a portfolio of approximately 39 projects (c. €5 million / £4 million), working in both Euro and Sterling. This includes supporting financial procedures in line with EU audit and compliance requirements set by the Special EU Programmes Body. Under the direction of the Project Manager, the postholder will contribute to financial monitoring, reporting, and compliance processes, including use of the funder's JEMS system, and assist in the collation and interpretation of programme data. The role will involve liaising with internal teams and external partners to assist with budget monitoring and forecasting, ensuring alignment with funder requirements.

PRINCIPAL RESPONSIBILITIES

1	Apply and maintain established financial procedures and process documentation for the PEACEPLUS Programme, updating records and templates as directed by the Peace Programme Co-ordinator and in line with SEUPB and Council requirements.
2	Verify all financial claims from the programme in accordance with Council Procedures and more stringent SEUPB programme guidelines and to meet EU level audit requirements.
3	Submit detailed quarterly claims to SEUPB on the JEMS online system including uploading of all relevant financial information and currency conversions.
4	Produce routine forecasts and variance reports for review by the Peace Programme Co-ordinator and present factual updates to the Partnership Board as directed.
5	Collate and upload audit evidence and support the Peace Programme Co-ordinator by providing accurate, timely documentation to contribute to a positive audit outcome.
6	Provide support within the procurement process through documentation and compliance checks for procurement exercises, without decision-making authority.
7	Assist in the implementation and maintenance of an electronic Evaluation and Monitoring system to meet the requirements of the PEACEPLUS Programme in collecting, monitoring and analysing data (including sensitive data)
8	Conduct eligibility/verification/accuracy checks at key stages with Team Partners, this includes compliance with Letter of Offer, provision of supporting documentation, site visits and claims for payment in line with SEUPB programme requirements.
9	Provide information and respond to routine queries from SEUPB and Finance & Assurance to support timely processing of claims, payments and audits.
10	Maintain the Programme Asset Register and schedule required verification checks in line with guidance.
11	Support the implementation and delivery of current and future Antrim and Newtownabbey Borough Council PEACE Strategies and Local Action Plans, providing administrative and operational support to the Peace Programme Co-ordinator, Community Programmes Manager, Peace Secretariat and Peace Partnership.
12	Liaise with delivery agents and Council officers to co-ordinate information and documentation for procurement, mobilisation and delivery as instructed.
13	Track project implementation and expenditure and check that reports and evidence meet SEUPB/programme/Council requirements, escalating issues to the Peace Programme Co-ordinator.

The principal responsibilities listed above are an indicator of the main aspects of the role as opposed to representing a definite list.

GENERAL RESPONSIBILITIES

1.	Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken.
2.	Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
3.	Continuously develop personal knowledge and skills to enhance internal and external customer service.
4.	Comply with, and ensure that other staff comply with, Council's policies and procedures including those relating to health, safety, wellbeing and safeguarding.
5.	Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values.
6	Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council.
7.	To be available to work flexibly in other services during emergencies.

EMPLOYEE SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	• A Level 5 qualification* (or equivalent) in Accounting, Finance, Public Sector Financial Management or Business Studies with finance specialism **On the UK Qualification Framework* **Consideration may be given to applicants who do not hold the above qualification, but can demonstrate at least 2 years' relevant experience as outlined in the essential experience criteria.**	• Relevant CPD / Training / Qualifications (Accounting, Finance, Public Sector Financial Management or Business Studies with finance specialism)	Application form
EXPERIENCE	• At least 1 years' experience in a role involving Financial Management to include the following: - Experience of monitoring, auditing and evaluating budgets and activities relating to the delivery of an Action Plan or similar. - Experience of using financial tracking systems, analysing data and producing reports.	• Experience working within funded programmes and with funders. • Experience using financial compliance frameworks (e.g. SEUPB / Council / EU Funding Rules)	Application form Assessment/ Interview process

KEY SKILLS & ABILITIES	• Attention to detail • Ability to work effectively using own initiative • Proven organisational ability • Good oral and written communication skills • Excellent time management skills and ability to work to deadlines		Assessment/ Interview process
SPECIAL KNOWLEDGE	• Knowledge of governance and practices with respect to the administration of funding.	• Knowledge of working with funded bodies (for example Special European Union Programmes Body, Peace Partnerships etc.) • Awareness of issues facing Local Government in Northern Ireland and implications for the PEACE Programme	Assessment/Interview process
OTHER	• Full current driving licence and access to a form of transport to enable the duties of the post to be carried out in full		Application Form

CORE COMPETENCIES

Customer Focus • Establishes the needs of customers and strives to ensure these are met • Builds partnerships for mutual benefit • Instils high customer service in others and drives team to think of customer impact • Challenges poor customer service or lack of awareness in others • Handles complaints positively – listens to the customer's concerns without defensiveness or self-justification, shows concern, takes steps to remedy and follow up	Essential
Service Excellence • Seeks to continually improve services and processes that impact on customers • Focuses on the achievement of objectives and plans ahead to ensure goals are achieved in terms of excellence in service delivery • Seeks out and uses customer feedback to ensure customer needs are met and exceeded • Instils service excellence in others and drives team to improve service	Essential
Teamwork • Establishes effective working relationships with people at all levels through communication, consultation and interpersonal skills • Demonstrates ability to quickly resolve conflict • Works collaboratively with other teams and agencies both internal and external to the Council • Adapts style and approach to achieve effective outcomes	Essential
Communicating with Impact • Demonstrates persuasive communication skills and confidence in conveying information internally and externally • Responds and behaves positively and demonstrates resilience in communication • Demonstrates effective communication skills, both orally and in writing • Actively listens and uses a variety of methods to convey messages clearly and succinctly	Essential
Collaborating in a Political Environment • Develops and manages effective networks by establishing common ground • (Managers) Demonstrates an understanding of political factors at Council, regional, national and where appropriate, international level in developing strategies • Understands which issues are likely to be sensitive and the background political interests and agenda	Essential
Leadership • Personally contributes to the Council's vision and goals • Displays drive, determination and perseverance in achieving high quality results • Develops a positive working environment, motivates and builds effective teams which achieve results whilst encouraging and supporting individuals • Positively influences people and events	Essential
Problem Solving & Decision Making • Gathers information from a range of sources • Analyses information to identify problems and issues • Makes effective decisions and recommendations based on resolution agreement • Plans structures and priorities work to achieve optimum results	Essential