



Job Title:	Prescription for Work Finance and Compliance Manager
Location:	Health and Wellbeing Innovation Centre, Treliske, Truro
Salary banding:	£27,000 pa (subject to final grant offer letter)
Contract type:	37.5hrs per week fixed term contract to March 2021
Responsible to:	Prescription for Work Project Manager

Main Purpose of Job:

As a key member of the Active Plus Prescription for Work Project Management team, you will play a critical role in the financial management and compliance of this exciting project that is funded by the European Social Fund.

You will work closely with Project Manager and Active Plus Finance Manager to manage all aspects of project finance and paperwork in a way that ensures compliance with funder requirements, including preparing and monitoring budgets, financial transactions, process compliance and accounting procedures. You will use the Quick Books system and operate within the terms and conditions of grant funding from the European Social Fund. You will work closely with the Active Plus Finance Manager to ensure compliance with Company policy and procedures.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • Active Plus Finance Manager • Prescription for Work Project Manager • Prescription for Work Project Support Officer • Active Plus Senior Management Team • Active Plus Office Manager 	<ul style="list-style-type: none"> • Chaos Finance Manager • Prescription for work project delivery partners (Chaos and Active Plus) • Prescription for work stakeholders – including funders, strategic partners and referral partners

Main Duties and Responsibilities:

- Ensure all project spend is compliant with the rules laid down in the funder’s guidance and Active Plus finance processes
- Check all claims from project partners and collate these into the quarterly project claim to the Managing Authority



- Collate, monitor and report project budgets as a whole
- Prepare reports to be taken to the SMT meetings
- Undertake the day to day financial transactions for the grants managed, using the Quick Books system
- Carry out compliance checks on all financial paperwork and processes
- Liaise with accountants as appropriate
- Support staff to ensure the participant journey through the project is timely and accurately recorded in accordance with guidance
- Maintain activity pre-start and attendance lists, liaising with partners to ensure all project activities are well utilised
- Carry out compliance checks on all project paperwork and processes, including participant files, feedback forms and other materials – both online and paper-based.
- Work closely with the Project Support Officer to ensure that relevant partners are gathering all information needed to enable participants to be recorded as “starts” on the project in the shortest possible time
- Manage the timely receipt of evidence of right to work and employment status
- Monitor the accuracy of input to the project data-base
- Ensure paper and electronic filing systems are accurately maintained
- Liaise with project partners providing feedback on compliance, giving advice and support as required
- Compile reports for the project manager to use in performance management meetings with project delivery partners
- Ensure that data is processed in accordance with the General Data Protection Regulation at all times
- Undertake other Project related duties as required

This post is funded by the European Social Fund.

Person Specification

Skills, Knowledge and Experience		
Essential	Desirable	How Identified
Experience of managing complex budgets and/or grant funding claims processes	Experience of European Social Fund claims	CV Personal Statement Interview



AAT or equivalent finance qualification	Experience of Quick Books	CV Personal Statement
Experience of compliance checking financial processes and communicating with stakeholders	Experience of implementing effective financial processes	CV Personal Statement Interview
Excellent IT and online skills including demonstrable use of Office 365	ECDL or similar qualification. Use of bespoke databases	CV Personal Statement
Good interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area	Experience of back to work programmes	Personal Statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of the armed forces or of working with organisations who support the armed forces.	Personal statement Interview
Experience of both working effectively within in a team and managing daily workloads to meet deadlines and quality expectations. You must be able to provide examples that demonstrate your competence in these areas		Personal Statement Interview
Good all round administrative skills including handling money		Personal statement Interview

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

Application Process:



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CHAOS  GROUP

Please email the following documents to laura@activeplus.org.uk no later than **noon on Tuesday 18th December 2018**:

1. A CV of no more than 2 sides of A4 including 2 referees
2. A personal statement of no more than 2 sides of A4 outlining your skills, knowledge and experience in relation to the essential criteria listed above.