

## Role Specification

**Title:** PROJECT OFFICER - FINANCE

**Grade:** 8

**Unit:** FINANCE

**Reporting to:** FINANCE MANAGER

### **Role Summary:**

Preparation of financial information for internal and external stakeholders.

### **Key Tasks/Responsibilities:**

- Prepare estimates, budgets and forecast outturns and report on same.
- Monitor and report on the variances between budget and actual expenditure.
- Prepare cashflow forecasts and funding drawdown requests from Parent Department
- Respond to various information requests from Parent Department including FOI requests and Parliamentary Questions
- Review Education Training Boards' (ETBs) and other Further Education & Training (FET) providers' Annual Financial Statements
- Ensuring proper internal and accounting controls are in place and ensure controls and performance measures are in place
- Presenting financial/management accounting information in a confident manner
- Assist in the management verification checks of ESF financial and non-financial declarations.
- Supervise staff assigned to the unit.
- Liaise with internal & external auditors on relevant queries.
- Working on projects across the Organisation and with external Partners.
- Engaging effectively with a range of internal and external stakeholders
- Other duties within the Finance team as may be specified by Managers of the unit from time to time.

### **Requirements:**

#### ***Essential:***

- Good communication and IT skills – verbal and written.
- Competency in the use of Word and Excel.
- Knowledge of the support services provided by the unit.
- At least 3 years accounting experience using ERP accounting system(s).
- Good interpersonal skills and ability to communicate with staff at all levels.
- Evidence of a high degree of initiative in previous positions.
- Self-starter capable of working on own initiative.
- Ability to supervise staff.
- Significant progress in Accounting and/or IT Qualification.

#### ***Desirable:***

- Ability to acquire new technical information quickly.
- Ability to accept responsibility and respond to challenges.
- Qualified Accountant.
- Evidence of CPD (Continuing Professional Development).