

Job Description: Programme Support Officer – Finance Improvement

Reports to: Programme Support Coordinator

Directorate/team: Improvement Directorate / Improvement Coordination and Strategy

Grade: Grade 3 with special allowance

Job Purpose:

As part of the Improvement Coordination and Strategy Team, provide administrative support for the Finance Improvement team.

Core Accountabilities:

1. Organise and support meetings, events and functions to support delivery of Local Government Association (LGA) priorities.
2. Maintain and continuously improve administrative systems, including forward/project plans, electronic filing systems, CRM mailing lists and databases.
3. Produce reports, briefings and information sheets and update the website and portal.
4. Arrange room bookings, refreshments, printing, copying, distribution, travel and other administrative tasks in support of the team and/or lead members of the LGA.
5. Contribute to the delivery of the team's agreed objectives.
6. Participate in relevant projects that support the delivery of the LGA Business Plan.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Provide comprehensive support to the Finance and Governance Improvement team in the delivery of local government support, including assisting the monitoring of achievement against grant funding agreement targets and other programme delivery plans to ensure that team objectives are achieved. Work with colleagues to ensure that all reporting requirements are met.

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2. Work with colleagues to coordinate the provision of budget monitoring information, providing accurate and timely information as part of the LGA's financial procedures.
3. Coordinate procurement activities within the Finance and Governance Improvement team, ensuring corporate policies and processes are adhered to.
4. Working with colleagues across the Partnerships and Improvement directorate, coordinate the capture of best practice and case studies from finance improvement activity. Contribute to research on local authorities' financial performance, innovation and best practice.
5. Coordinate the evaluation process for finance improvement programmes; ensure the collation and analysis of feedback and evaluation forms and provide insight to contribute to improvements.
6. Contribute to the networking opportunities for Finance and Governance and assist in providing direct support to councils and their partners, and groups of councils, including working with the Events team and colleagues to organise and deliver best practice events/ seminars.
7. Undertake and support projects and programmes, developing and maintaining project milestone plans and information systems, preparing agendas and papers and co-ordinating monthly updates.
8. Manage orders and invoices, expenses, sickness reporting and other Agresso-based activities, in line with agreed finance and HR procedures on behalf of the team.
9. Undertake any other duties and responsibilities appropriate to the post.

Relevant Contacts:

Local authorities

Elected Members/Councillors

Lead member peers

Member and officer peers

Central Government Departments, especially CLG and Cabinet Office

National and regional improvement organisations

Employers' organisations

Regulatory Bodies

Public and private sector partners and providers

Person Specification: Programme Support Officer – Improvement Coordination and Strategy

Knowledge and Experience

- Previous administrative experience and knowledge of office systems, software packages including Word, Excel, PowerPoint, outlook and the internet, ideally gained in a project based environment.
- A broad understanding of local and/or central government and how they work.
- Experience of organising meetings, events or other activities.

Skills and abilities

- Strong organisational skills, the ability to manage multiple tasks and deadlines with robust attention to detail.
- Excellent written and verbal communication skills.
- Ability to learn new software applications quickly.
- Ability to research data from a range of sources, accurately summarise and convey complex information.
- Good interpersonal skills, with the ability to deal with members, colleagues and external partners with courtesy, tact and sensitivity, the ability to exercise discretion, judgement, and confidentiality, and to demonstrate political neutrality at all times.
- A collaborative and flexible approach, with a “can-do” attitude.