

ROLE DESCRIPTOR

JOB TITLE: Finance and Admin Assistant- Programme Office (30hrs per week)
REPORTS TO: Head of Programme Management and Head of Finance
DEPARTMENT: Programme and Strategy
PURPOSE OF ROLE: To support the effective running of the diocesan Programme Management Office (PMO) and facilitate quarterly finance claims

KEY ACTIVITIES & RESPONSIBILITIES: The Finance and Admin Assistant will play a key support role in the effective running of the programme management office and its compilation and collation of quarterly grant claims. • To work with the Head of Finance to collate and draft the Diocese quarterly grant claims • To support the diary and meeting coordination of the PMO, including: ○ coordinate timely meeting set ups ○ support the programme manager in producing agendas and collating meeting paperwork collection ○ servicing the meetings • To act as a first point of contact for the Programme Office, including managing the Programme Office email account • To support the PMO team in some limited programme and project management activities, as appropriate. • To work collaboratively across other administrative support roles to ensure continual provision of administrative support and cover/extra capacity is provided where appropriate. • To undertake other duties that, from time to time, may be required
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FINANCIAL IMPACT (How much and for what) N/A	NETWORK (Key people with whom the role liaises and for what purpose) INTERNAL : Head of Programme Management, Head of Finance, other PMO staff, Diocesan Secretary, administrative colleagues in various internal teams, Archdeacons. EXTERNAL : Those submitting claims, colleagues in other (Northern) dioceses and relevant national agencies. NOMINATED DEPUTY (where applicable):N/A
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PERSON SPECIFICATION

ESSENTIAL CRITERIA		DESIRABLE CRITERIA	
TECHNICAL COMPETENCE			
Technical Skills & Qualifications			
• Good standard of educational achievement • Highly competent in Microsoft Office and Excel literate • Good standard of literacy • Good written and oral communication skills		• Finance qualification • Ability to travel around the Diocese	
Knowledge & Experience			
• Knowledge of office and finance procedures • Ability to communicate confidently with individuals both within and outside the organisation • Ability to create and maintain administration processes and streamline systems • Ability to multi-task and prioritise workload		• Experience of collecting financial claims for grant applications, understanding project budgets and what is claimable • Recent experience of using IT to support remote-working, collaboration, and event planning • Experience of working in a Programme Management Office (PMO) or project environment. • Awareness of The Church of England and its structures	
BEHAVIOURAL COMPETENCE			
• Committed to working collaboratively with others • A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period. • A good head for numeracy, well organised and good at collating and recording information • Adaptability, a positive attitude to change and a willingness to learn. • Willingness to travel around the Diocese, with access to a vehicle for work purposes.			

Benefits	
Salary	£23,668.00 FTE pro rata - 30 hours per week over 4 days
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 55ppm
Office Provision	office space in Church House, Penrith
IT & Mobile phone	laptop and smartphone with remote access to email
Working Expenses	fully-funded as appropriate
Other benefits	• 34 days annual leave incl bank holidays (pro-rata for part time employees) • 35 hrs a week flexi-time system in operation time off in lieu for additional hours worked
Any offer of employment is subject to: • Two references (one must be current employer) • Health Check • Right to work check • Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)	