

Job Description

Job Title: Finance Claims Co-Ordinator (Justice)

Reports to: CFO Finance Manager

Location: Bedford

Purpose

To provide high quality support to the CFO Finance Manager and the wider CFO team.

Main Duties and Responsibilities

1. To provide full and efficient processes to handle evidence collection and verify evidence as per contractual requirements and any other corporate funding streams.
2. Support Case Managers with securing financial evidence and data entry, including the input of all claims for reimbursement from the customer onto the CATS database.
3. To analyse and report on all data concerned with the claims ensuring all systems and paperwork comply with ESF/audit requirements and make necessary recommendations for improvement
4. To work closely with operational staff to identify efficient and effective means of administering the claims process.
5. Keep trackers for all refundable spend and reconcile on a regular basis
6. Input purchase orders and track spend against these POs.
7. Ensure timely and accurate compliance with month end deadlines.
8. Ensure that good relationships are built and maintained with external agencies and sub-contractors as required.
9. To maintain systems to ensure correct “audit trails” are maintained and records kept updated. Establish appropriate filing and data storage systems in line with the needs of each contract that comply to the processes and procedure as established by the Finance Manager, Head of CFO Performance or Assistant Director of Justice.
10. To attend team meetings and external meetings as required.
11. To promote the aims and objectives of Shaw Trust.

12. Understand and adhere to all responsibilities to ensure that the quality requirements of Ixion's Quality Assurance Framework, funding body, Investors in People, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;">Person Specification Job Title: Finance Claims Co-ordinator (Justice) (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> Accounting qualification such as AAT or similar (D)
<p>Experience</p> <ul style="list-style-type: none"> Relevant previous experience in administration duties. (E) Understanding of ESF requirements and guidelines (D) Ability to undertake tasks on own initiative, operating administrative procedures and systems effectively. (E) Demonstrable experience of successfully working to targets (E) Demonstrable experience of providing excellent customer service skills (E) Ability to contribute to the organisational requirements. (E) Basic understanding of the needs and aspirations of disabled and disadvantaged groups. (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> Good knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel, Powerpoint and Outlook. (E) Strong attention to detail and accuracy (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> Self-motivated and good organisational skills. (E) Good interpersonal, presentation and influencing skills with ability to build and maintain rapport with clients from a range of backgrounds. (E) Ability to meet tight deadlines, prioritise work and work under pressure (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E) This post requires a Disclosure and Barring service check at a Basic level (E)
<p>Other</p> <ul style="list-style-type: none"> Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)