



## **Job Description:** Finance and Monitoring Officer - Discover Brightwater Landscape Partnership

### **Summary**

The post, working from within Durham Wildlife Trust finance team, will undertake finance and project monitoring tasks for the Brightwater Landscape Partnership ensuring they are carried out in a professional and accountable manner.

This post holder will provide an important support role to the Bright Water Landscape Partnership Manager and the Partnership Board and will also report directly to the Finance Manager of Durham Wildlife Trust our lead partner.

### **Key Tasks**

- Develop and manage budgetary monitoring and reporting systems that will enable the Brightwater Landscape Partnership Manager and Partnership Board to determine how individual project schemes are progressing in terms of finance, outputs and outcomes;
- Provide monthly updates on individual project expenditure profiles and cash flow. Ensure that all records are up-to-date and available for audit by DWT, the partners or funding bodies including the Heritage Lottery Fund;
- Work with the Bright Water Landscape Partnership Manager to develop and deliver comprehensive quality audits (including all aspects of finance and performance);
- Work with Partners or Discover Brightwater Team members to let and manage contracts in line with the procurement rules and stands of the Heritage Lottery Fund (and any other match funders as appropriate);
- Drawing down and claiming of grant monies:
  - Take a lead role in collating information from partners in order to make quarterly claims for Heritage Lottery Fund grants. Take the lead role in disbursing received grants to partners;
  - Take a lead role in collating all information required by other match funding bodies e.g. Environment Agency providing match funding;
- Liaise as required with the Durham Wildlife Trust's Finance Manager, the financial departments of project partners and with HLF and their Project Monitors.
- Lead on placing purchase orders for the Delivery Team in line with DWT's purchase procedures and ensuring value for money. Also monitor and input on to the Durham Wildlife systems all relevant invoices, receipts and Brightwater Team expense claims.
- Together with the Bright Water Landscape Partnership Manager, work with County Durham Community Foundation to ensure the effective delivery of the Programme's 'Community Pot' [small grants programme].
- Act as the Delivery Team's 'virtual office manager', assisting the Programme Manager to ensure all aspects of day-to-day operations run smoothly. Liaise with DWT to ensure regular and effective contact between the Trust and the Bright Water Delivery Team's Office.



- When necessary, assist with other aspects of the Delivery Team's activity programme as directed by the Programme Manager. This may include occasional support at events and weekend or evening working for which an equal amount of Time Off in Lieu may be claimed.
- Work with the DWT finance team in establishing, testing and consolidating the Trust's new Xledger accounting software system.

### **Duration of the Post**

This post is offered as a part-time (0.6fte), fixed term contract for an initial period of 18 months, though this may be extended depending on project delivery timescales. The post holder will report to the Bright Water Landscape Partnership Manager and will be employed within the Finance Team of Durham Wildlife Trust which is managing the Delivery Programme on behalf of the wider partnership.

### **Salary**

£23,000 pro rata p.a (0.6fte =£13,800) paid monthly in arrears.

### **Location**

Members of the Brightwater team are currently based at home though occasional attendance at our Newton Aycliffe Office, site visits or working at Durham Wildlife Trust's office at Rainton Meadows or Low Barns and attendance at Brightwater events will be required from time to time. Occasional travel around the region may be required.

### **Hours**

22.5 hours per week (=0.6 full time equivalent) based on a flexible approach to mutually agreed work patterns to enable the effective delivery of the Programme outputs and outcomes.

### **Holidays**

31 days per annum *inclusive* of bank holidays pro rata (0.6fte = 18 days)

### **Travel**

A driving licence and use of own vehicle for work purposes is desirable. A mileage allowance (currently 45p per mile) is paid for use of own vehicle.

### **Other**

There is a 3 month probationary period. The post will be offered on a conditional basis subject to satisfactory references.

Deadline for Applications: 12.00 noon Friday 4<sup>th</sup> December 2020

Initial Interviews will be held via Zoom on Wednesday 9<sup>th</sup> December – Any final face to face interviews will be held (Covid-19 restrictions permitting) week commencing Monday 14<sup>th</sup> December 2020.

Applications to be sent to: [pblack@durhamwt.co.uk](mailto:pblack@durhamwt.co.uk) or hard copies to:



Paul Black

Programme Manager

Discover Brightwater Landscape Partnership

Unit 28, Durham Way South

Newton Aycliffe

DL5 6ZF

Tel: 07790 750195

For further information visit our website: [www.discoverbrightwater.com](http://www.discoverbrightwater.com) or visit our Facebook or Twitter feeds @Discoverbwlp.