



European Union
European Regional
Development Fund

OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

JOB DESCRIPTION

Job Title: European Programmes Compliance Manager

Salary: £42k p.a.

Contract: Full time, 37 hours per week

Contract duration: Fixed Term to 30 September 2019

Responsible to: Head of Corporate Services

Responsible for: Compliance Officer

Job Purpose:

- Work with the OxLEP Business team to lead the provision of a quality administrative, financial, legal and procurement management service across multiple funding streams including BIS, ERDF & ESF and any other that may emerge. Lead the preparation of programme governance, budget strategy, annual budgets, budget monitoring, forecasting, reporting and closure of accounts.
- Lead the OxLEP Business team in the provision of European Funding financial management information and advice to the European Funding team - including the ERDF & ESF budget monitoring, monthly forecasts for contracts, collation and management of financial elements submitted to claims to the Managing Agent (DCLG/DWP) and ensuring claim compliancy with DCLG/DWP audit requirements.
- Manage the financial and compliance elements and participate in the oversight of the ERDF/ESF projects, advising on the financial and compliance

implications of the project and assisting in the monitoring and risk management of delivery. Specifically:

- ensure the accuracy of claims submitted to managing authority
 - provide support and advice to partners on ERDF/ESF procedures and evidencing
 - apply the ERDF/ESF rules covering retention of documents
 - support internal and external audit functions to ensure successful audits
- Lead and support the team to ensure Oxfordshire Business Support (OBS) is state aid compliant at all times.
 - Lead and support as appropriate future ESIF (or successor funds) bids that support the company's priorities.
 - Support the team in the review and advice on financial and risk implications of the European Funded projects, providing financial analysis and narrative for the senior management team and OxLEP Board.

Main Duties:

- Prepare annual budgets for the OBS ERDF/ESF delivery plan and process all accounts information as necessary for management accounts.
- Establish, implement and deliver financial systems to support European grant claims and controls to ensure accountability in line with the delivery of European funded programmes, specifically ERDF & ESF and any other grant funding the service receives.
- Prepare for and manage ERDF/BIS/CLG monitoring and audit visits.
- Develop a series of OBS programme delivery metrics ensuring the appropriate reporting mechanisms and timescales are in place for both funder and OxLEP board requirements.
- Work with delivery partner colleagues to ensure the co-ordination of business-facing activity and to effectively record all interactions with SMEs.
- Manage all financial systems relating to the programme including, raising purchase orders, processing invoices for grants and activity payments funded under the ERDF & ESF projects and any other grant funding the service receives.
- Ensure all procurement processes relating to the programme including those of delivery partners are compliant with the requirements of the funder - specifically ERDF & ESF projects and any other grant funding the service receives.
- Establish and maintain effective working relationships with delivery partners across the ERDF programme (and other funding streams) and to contribute to Programme Management Board progress reviews as required. The post holder will work closely with programme partners to understand where businesses are engaging with more than one delivery partner and that outputs are appropriately captured.

- Develop a process that ensures compliant and effective business support data capture, management and reporting through the shared Oxfordshire client relationship management (CRM) system.
- Complete relevant funding claim processes.
- Monitor and evaluate the performance of OBS functions and complete relevant reporting as and when required in line with funder's requirements.
- Line manage and develop the Compliance Officer position.

General Accountabilities:

- To be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies.
- Undertake such other duties as may reasonably be required of you as required to support the business needs including maintaining business continuity.
- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a healthy and safe working environment.
- Maintain a secure, accessible and fit for purpose work area.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.