



Coventry City Council

Job Description

Post:	Business Support Officer	Job Number:	L3593D
Service:	People Directorate	Post Number:	1036186
Location:	Libraries, Information, Health and Advice	Grade:	4

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Coventry City Council has been awarded AMIF funds to deliver a city-wide integration project and this post will be supporting the council in meeting both, the needs of project delivery as project lead and as a delivery partner. The project aims to enhance Coventry's status as a city of peace and reconciliation to facilitate the integration of Refugees and Migrants in the city.

Main Duties and Responsibilities:

1. To support the Programme Manager and Project Manager in the day to day business management of activities related to AMIF.
2. Contribute to the success of the Migration Service by contributing as a team member providing intelligence around financial management and monitoring to the Head of the service/Programme/Project Manager.
3. To support the administration of AMIF as delegated by senior management.
4. To support the financial management of AMIF including returns from partners.
5. Receive, record, process and follow up payment due to be paid in accordance with agreed payment terms and conditions.
6. Support the Head of the service and the Programme/Project Manager at meetings with stakeholders, Elected Members, and senior managers within the Council related to AMIF.
7. Advise and support the Project Manager and other relevant senior managers in financial planning, performance management, presentations, written reports and strategy documents as required for the project.
8. Prepare claims for various strands of funding and submit them to relevant organisations for income to be received by the Council under the AMIF project.
9. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Project Manager

Date Reviewed: 02/08/2022

Updated:



Coventry City Council

Person Specification

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Service:	People Directorate	Post Number:	1036186
Location:	One Friar Gate	Grade:	4

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Understanding and knowledge of budget management and financial management processes and procedures • Good understanding of data confidentiality. • Knowledge of the principles of, and experience of providing, excellent customer service. • Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages • Knowledge of health and safety legislation
Skills and Abilities:	<ul style="list-style-type: none"> • Well-developed ICT skills, including the use of Word, Excel and Powerpoint, Outlook, Access databases and social media. • To be able to analyse and interpret information to solve straightforward problems • The ability to cope in situations where there is an emotional demand arising from the work being undertaken • Demonstrate accurate numerical skills required to process timesheets and financial documents, with an eye for detail when processing information. • Time Management skills, with an ability to work under pressure to meet deadlines, priorities competing work tasks. • Ability to handle confidential information with tact and discretion

Experience:	<ul style="list-style-type: none">• Experience of handling and processing manual or computerised information• Experience of using Business World (formerly Agresso) databases; Word and Excel• Experience of handling confidential information
Education:	<ul style="list-style-type: none">• Relevant degree or equivalent experience.
Special Requirements:	<ul style="list-style-type: none">• Undertake evening and weekend work

