



Coventry City Council

## Job Description

<b>Post:</b>	Business Support Officer- Refugee Transitions Outcomes Fund (RTOF) (YEI)	<b>Job Number:</b>	
<b>Service:</b>	Migration Team	<b>Post Number:</b>	L3593D
<b>Location:</b>	Friargate	<b>Grade:</b>	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

### Main Duties and Responsibilities:

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- To support the Project Manager (Your Vision Your Future) in the day to day management of activities related to the Project.
- To support the administration of Your Vision Your Future Project.
- Support the Head of the Service and the Programme/Project Manager at meetings with key stakeholders, Elected Members, and senior managers within the Council in relation to Your Vision Your Future.
- Support the Project Manager, (Your Vision Your Future) in financial planning, performance management, presentations and written reports as required for the project.
- Support the Project Manager (Your Vision Your Future) with the development of monitoring systems to track programme expenditure, outputs, risk, issues etc. Use these systems to analyse performance data and implement solutions with delivery partners.
- Support the Project Manager (Your Vision Your Future) with the the financial management of this project including setting up budgets, monitoring and forecasting expenditure, prepare claims, track income and make payments if required.
- Support the Project Manager (Your Vision Your Future) with the management of internal/external audits
- 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 other duties and responsibilities within the range of the salary grade.

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- 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:** Office Manager Migration

**Date Reviewed:** 21/9/21

**Updated:**

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of budget management and financial management processes and procedures</li> <li>• Good understanding of data confidentiality.</li> <li>• Knowledge of the principles of, and experience of providing, excellent customer service.</li> <li>• Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages including excel</li> <li>• Knowledge of health and safety legislation</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Well-developed ICT skills, including the use of Word, Excel and Powerpoint, Outlook, Access databases and social media.</li> <li>• To be able to analyse and interpret information to solve straightforward problems</li> <li>• The ability to manage conflicting priorities arising from the work being undertaken</li> <li>• Demonstrate accurate numerical skills required to process timesheets and financial documents, with an eye for detail when processing information.</li> <li>• Time Management skills, with an ability to work under pressure to meet deadlines, prioritise competing work tasks.</li> <li>• Ability to handle confidential information with tact and discretion</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of handling and processing manual or computerised information</li> <li>• Experience of using Business World (formerly Agresso) databases or other financial tracking tools Word and Excel</li> <li>• Experience of handling confidential information</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Relevant degree or equivalent experience.</li> </ul>
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<b>Special Requirements:</b>	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. Undertake evening and weekend work
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