

Job description

Job title:	Senior Compliance Officer
Location:	Southwark SE1 (office based)
Responsible to:	Programme Lead, Working for Carers
Salary:	Starting salary £30,328 per annum (pro rata) plus £3,000 Inner London Weighting per annum pro rata.
Contract:	Fixed Term Contract to 30 September 2022 Carers Trust is the lead partner for the Working for Carers programme, a project jointly funded by The National Lottery Community Fund and the European Social Fund via Building Better Opportunities (BBO).
Hours:	21 hours per week (0.6 FTE)
Annual leave:	26 days plus 3.5 office closure days and bank holidays pro rata

Main aims of the post

- To take the lead in ensuring compliance with funding requirements across the whole Working for Carers project.
- To develop and maintain systems for storing of evidence for the Working for Carers project.
- To play a full part of the wider Working for Carers team, at Carers Trust and with programme staff based in Network Partners across London

Scope and accountability

The post holder will:

- be supported by the Programme Lead to be an effective member of the wider Working for Carers team.
- undertake a key role in the successful delivery of Working for Carers
- be a key point of contact for the Working for Carers Project Managers at the Hub partners.
- be an integrated member of the Programmes, Innovation & Learning team and Carers Trust's England Directorate.

Carers Trust is a registered charity in England and Wales (1145181) and in Scotland (SC042870).

Registered as a company limited by guarantee in England and Wales No. 7697170.

Registered office: 32-36 Loman Street, London, SE1 0EH

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Duties to include

1. Develop and implement processes for BBO monitoring, reporting and submitting claims to funders, through the effective and timely collection of participant and financial data from Working for Carers partners.
2. Take lead responsibility for checking and signing off financial claims and participant records, ensuring that funders' compliance requirements are met.
3. Prepare quarterly and annual reports for funders, collating and analysing data to inform progress against targets and budgets.
4. Ensure updates to compliance requirements are implemented and communicated to Working for Carers partners in a timely manner.
5. Support Working for Carers partners to meet compliance requirements through developing and updating guidance, training and one-to-one support, and act as key point of contact for queries relating to compliance.
6. Provide support to project staff in using the Working for Carers shared database (CharityLog) to maintain effective records and accurate data which adheres to current data protection regulations.
7. Conduct an audit of Working for Carers evidence collected to date to ensure funders' compliance requirements are being met, and develop systems to ensure storage of evidence is up-to-date and auditable.
8. Develop and updating guidance for Carers Trust on collating evidence for external audits of the Working for Carers project.
9. Support the review and monitoring of policies and action plans for cross-cutting themes (equal opportunities and sustainability), ensuring funders' compliance requirements are met.
10. Support the implementation of branding guidelines, ensuring funders' compliance requirements are met.

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- As TRUSTED Carers Trust staff, we are:
 - Team Workers – supporting each other toward a common goal.
 - Responsive – putting ourselves in others' shoes and responding to their needs.
 - United – working as one organisation meeting challenges together.
 - Supportive – enabling one another to do a great job.

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- Transparent – being honest and open with one another.
- Enterprising – being bold, pro-active and evolving.
- Diverse – understanding and celebrating the different things we each bring to Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To have a commitment to developing quality by the implementation of Carers Trust quality evaluation tools along with any other standards set by Carers Trust.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that equal opportunity principles are applied at all times.
- To undertake any other duties that may be considered commensurate with the level of the post.

Person specification

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Supporting the management of a large, target-driven project. • Developing and/or implementing effective finance and performance management systems • Involving stakeholders based in numerous locations • Working closely with, and reporting to, funders • Working with databases and spreadsheets • Experience of working effectively within a small, supportive team 	<ul style="list-style-type: none"> • Working within or closely with the voluntary sector • Working on a project funded by The National Lottery Community Fund and/or European Social Fund • Conducting compliance audits • Database design and development
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Excellent attention to detail and record-keeping. • Ability to understand and interpret complex numerical information. • Well-developed analytical skills (financial and operational) that demonstrate a meticulous approach to the review of data. • Numerate with strong abilities in using spreadsheets to record and analyse data. • Ability to prioritise and manage time effectively, and to effectively respond to change at short-notice. • Ability to work to tight and competing deadlines. • Ability to develop and maintain productive relationships and work collaboratively with partner organisations. • Excellent written and verbal communication skills. • Excellent IT skills, including ability to use MS Office (Word, Excel, PowerPoint, Outlook) and databases 	
<p>Knowledge</p> <ul style="list-style-type: none"> • Good understanding of data protection issues and safeguarding. • Understanding of equality and diversity. 	<ul style="list-style-type: none"> • Good understanding of carers issues • Knowledge of The National Lottery Community Fund and European Social Fund funding requirements • Understanding issues around sustainability.
<p>Other</p> <ul style="list-style-type: none"> • The post holder will be required to occasionally travel across London. 	

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| <ul style="list-style-type: none">• The post holder will be required to support submission of reports to strict quarterly deadlines. | |
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Progression within grade

New appointments will be made at the starting salary for the relevant grade. On completion of 18 months service in grade, the employee will be eligible to move to the experienced salary for the grade, provided that their performance and conduct are satisfactory. Salary increases will take effect from the first of the month following the 18 month anniversary of joining the grade. Performance and conduct will be considered to be satisfactory if there is no documented record of performance or conduct being unsatisfactory against the normal expectations of the job.

