ORKNEY ISLANDS COUNCIL

CLLD Assistant Project Officer

Council Offices, Kirkwall

At a glance:

Grade: F

Salary: As per advert

Allowances: Distant Islands Allowance

Job Purpose:

Your work will include financial and administrative support of the Community Led Local Development team in processing and monitoring grant applicants, claims and payments.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Provide administrative and financial support to the Community Led Local Development Manager.
Develop and administer procedures for the consideration and award of grants from the Scottish Government's CLLD and the Crown Estate Community Led Development Fund grants.
Develop and administer systems for the accurate recording and monitoring of financial expenditure and for the accurate processing of applicants' financial claims.
Develop and administer effective project monitoring and evaluation processes.
Responsible for maintaining the bespoke CLLD grants budget and CECLDF monitoring databases - including monthly reconciliation with the Councils Financial system.
Responsible for registering and processing grant applications and processing and payment of applicants' financial claims - checking compliance with scheme guidelines.
Assist in the proactive promotion of the Councils and the Local Action Groups projects and grant programmes.
Provide general administrative support for the CLLD Team, including minute taking, ordering and other financial processes.
Act as an initial reference point/contact point for CLLD Team for both internal and external contacts.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either: Holding a qualification at SCQF 6/7 i.e., SVQ3, National Certificate, foundation Apprenticeship, Advance Higher Scottish Baccalaureate, HNC, Certificate of Higher Education in Business Studies, Administration, Accountancy or other relevant subject or Having a minimum of 3 years previous relevant experience as detailed below.
A good working knowledge of IT systems with a focus on MS Word and Excel.
Experience of working with financial systems.
Experience of dealing with orders, requisitions, invoices and other financial processes.
Experience of the delivery of grant assistant projects.
Experience of dealing with the public.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No