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| **Senior Funding & Monitoring Officer****SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| As Senior Funding & Monitoring Officer, you will lead the monitoring of Halton Borough Council’s large-scale externally funded initiatives, including Combined Authority, Governmental, and Lottery programmes. You will be responsible for fulfilling the Council’s Accountable Body role for these multi-million-pound programmes, ensuring compliance with funding conditions. This includes closely monitoring expenditure, outputs, and outcomes at both programme and project levels, reporting to the Combined Authority and MHCLG, while safeguarding against unnecessary clawbacks.More specific responsibilities include:* Liaise and negotiate on HBC’s behalf with external agencies and organisations (e.g., CA, MHCLG) regarding large-scale funded projects, thereby contributing to the social and economic regeneration of the borough
* Ensure effective documentation, record-keeping, and communication within HBC and with external partners to avoid clawback and promote collaboration across sectors.
* Lead the planning, monitoring, and review of project expenditures and outcomes, ensuring delivery aligns with programme budgets and profiles.
* Manage and oversee the financial implementation of multi-million-pound projects, including leading on the management of development, co-ordination and monitoring of capital and revenue projects such as Town Deal, Plan for Neighbourhoods and Shared Prosperity Fund initiatives.
* Stay informed on relevant policies, procedures and legislation relating to the implementation of relevant funding programmes and projects and interpret policy and guidance, providing briefings on funding programmes and interpreting guidance for senior colleagues and members.
* Act as the primary liaison with programme managers at the CA, addressing any arising issues.
* Develop and implement relevant policies and strategies for effective programme management as appropriate.
* Prepare and submit individual project and cumulative quarterly claims, ensuring financial accuracy and compliance with deadlines.
* Play a key role in the implementation of the Contract Management Framework for the Ways to Work Programme.
* Prepare necessary monitoring data for meetings with Prime Contractors and lead HBC's representation at such meetings.
* Prepare and submit progress reports for Council and external committees, ensuring comprehensive project management updates.
* Maintain comprehensive and compliant records, both hard copy and e-records.
* Comply with the Council’s Equal Opportunities and Health and Safety Policies and undertake other duties as required.
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| About You |
| You must be educated to degree level or equivalent.  In addition you will have:* Experience supervising staff and leading teams to achieve objectives.
* Proven ability to resolve complex queries and issues.
* Experience of leading on project development, particularly within a local authority or similar organization.
* Strong knowledge of managing and delivering multi-million-pound regeneration programmes.
* Knowledge and experience in preparing, delivering, and monitoring large-scale funding bids.
* Collaborative experience working with both internal and external stakeholders.
* Excellent written and oral communication skills, with the ability to deliver presentations and prepare detailed reports.
* Strong ability to interpret, manipulate, and present complex numerical data.
* Ability to represent the Council effectively in meetings with external bodies and agencies.
* Self-motivated with excellent organizational skills and the ability to work with minimal supervision.
* Ability to work effectively as part of a team and build strong interpersonal networks.
* Experience of the issues relevant to the post gained in a local authority or an organisation of comparable complexity.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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