

End Of Grants Support Officer

Job Summary

Salary/Grade:	B1 – £27,231 – £30,039
Job Title:	End Of Grants Support Officer
Department:	Finance
Reports to:	Head of Finance
Reportees:	None
Location:	This role is offered on a hybrid working arrangement with an office based in Livingston.
Hours of Work:	37 hours per week

Overview

ILF Scotland is a Non-Departmental Scottish Public Body (NDPB) constituted as a company limited by guarantee. It was created following the closure of the UK ILF in June 2015 and has been administering Scottish ILF funding for existing fund recipients in Scotland and Northern Ireland since 1st July 2015.

ILF Scotland distributes annual funding of approximately £60m to support individual recipients to lead independent lives. The organisation consists of a staff team of around 62, who provide award management services for approximately 5,000 current fund recipients split between the 2015 Fund and Transition Fund.

The organisation is fully funded by and accountable to, Scottish and Northern Ireland Government Ministers via a Board of Directors. Directors are appointed by Scottish Ministers in-line with the Scottish Public Appointments process.

As a values based organisation, ILF Scotland takes a values led approach to legislative compliance where people and relationship building are a key focus.

Job Purpose

Provide a key supporting role to the Head of Finance and SDS Manager (TF), in the delivery of ILF to people across Scotland and Northern Ireland.

The role will predominantly work on the end of grants process for the Transition Fund but is not limited to this area of work. Recipients of the Transition Fund apply and receive funding from ILF Scotland on an annual basis. Recipients of ILF must supply receipts totaling the full funding received and also must return any funding not used or needed.

This is a new role and as such the job holder will have full autonomy to develop and implement policies and procedures in line with the recovery of unspent monies

Main duties

Recoveries

65%

Record receipts received from recipients, ensuring effective records are kept and data is accurate to draft reports to the Senior Management Team.

Effectively monitor and collect all unspent monies from recipients.

For recipients who cannot pay the full funding back, discuss their repayment plans and escalate should payments not be made.

Monitor repayment plans, ensuring staying in regular contact with recipients.

Accurately record and profile all overpayments and unspent monies received from recipients.

Analyse data to identify any areas of concern and/or trends whilst making recommendations on solutions to rectify matters to the Senior Management Team.

Making recommendations on when and how much to write off, ensuring these are reported to Senior Management Team in a timely manner.

Ensure all payments are accurately recorded as required by our Finance and Casework Managers, whilst ensuring reports are designed to suit the needs of the intended audience.



Identify cases of fraud and escalate these as appropriate, taking the appropriate action to resolve or escalate as required.

Where appropriate, escalating certain cases and liaising with our legal advisors for advice on the recovery of unspent monies in order to make recommendations for related decision making.

Working with our Legal Advisors and Anti-Fraud partners to design, draft and implement policies which look to minimise cases of fraud and misuse of funds.

Produce, analyse and interrogate data from reports and take appropriate action as required.

Policies & Procedures

15%

With a focus on continuous improvement, lead, develop and implement policies and procedures in line with the recovery of unspent monies and receipts.

Ensure these policies and processes are clearly and concisely documented, updated as appropriate and have a schedule for review

Lead on work with colleagues and stakeholders to ensure these policies and procedures are read and understood, fit for purpose and in line with ILF Scotland's values and culture.

Lead and collaborate on work with both Internal and External Audit whenever audits are performed on end of grants.

Financial Management

10%

Lead on the design and preparation of qualitative financial information pertaining to end of grants.

Complete all preparatory and remedial work in relation to all cases pertaining to end of grants.

Ensure accurate and timely records are kept.

Support and collaborate in the implementation and review of internal financial controls.



Ensure ILF Scotland works at all times within expected best practice financial policies and procedures, and within all financial statutory requirements and guidelines, as stated within the Scottish Public Finance Manual.

Support the Head of Finance in implementing any audit recommendations from both Internal and External Audit.

Departmental Support

10%

Provide proactive professional support and input to the Transition Fund Managers, Head of Finance, Senior Management Team, Internal and External Audit.

Carry out any other relevant duties as may be required by the Head of Finance, or Transition Fund managers.

Problem solving

The post holder is responsible for the effective and efficient running of the end of grants process and as such will need to ensure they are solutions driven in a challenging area of work.

Decision making

The post holder must have the stature and confidence to make decisions that affect our recipients and also our organisation whilst ensuring they have the foresight to understand what impact these decisions would have on all stakeholders involved

Autonomy

The post holder has the autonomy to develop and implement policies and procedures in line with role and outcomes required.

Impact

The role will ensure public funds are accounted for supporting recipients in line with ILFS values to sensitively recoup unspent monies, recognising the impact on the recipient and the reputation of ILF Scotland could be significant if not.



Knowledge, Skills and Experience

Knowledge

- In depth knowledge of ILF Scotland policies and procedures (training provided).
- Good awareness of social care issues in Scotland and N Ireland. (Training provided)
- Good awareness of issues for young people in Transition in Scotland. (Training provided)
- Awareness of equality and diversity issues, in particular disability.

Skills

- Strong verbal and written communication skills, with the ability to build good working relationships in order to collaborate effectively, recognising and supporting the diversity of stakeholders.
- Excellent administration and organisational skills (including use of IT and being proficient in MS office applications)
- The ability to prioritise and organise your own workload to effectively, working largely unsupervised, prioritising tasks in a logical manner with the ability to meet tight deadlines.
- Highest levels of professional commitment and integrity
- Strong attention to detail and a high level of accuracy
- Ability to adhere to relevant financial policy and relevant legislation
- Excellent judgment and considered decision-maker.
- Excellent customer service, handling recipient contact in a compassionate and friendly manner, building trust with dignity and respect in line with ILFS values.
- Highly analytical and mathematical.

Experience

- Experience of examining complex information and taking into account recipient circumstances to inform guidance and recommendations.



- A proven ability to work effectively in a changing environment, using flexibility and initiative to overcome challenges
- Demonstrable experience in working with figures.
- Demonstrable experience of setting up and monitoring repayment plans
- Working flexibly across the team taking on a range of other work as required to ensure that priorities are met whilst being confident and proactive, looking for opportunities to improve ways of working.

