



## JOB DESCRIPTION

<b>Job Title</b>	Verification Officer
<b>Reporting to</b>	Finance Manager
<b>Salary &amp; Pension</b>	Equivalent to NICS EO1 grade Pension employer contribution as set by NILGOSC
<b>Hours of work</b>	Currently full time 35 hours per week (Flexible/hybrid working pattern is available)
<b>Working pattern</b>	Monday to Friday with core hours of 10am-12 and 2pm-4pm
<b>Place of work</b>	The post is located in the Councils offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Although this is the permanent place of employment, The post is currently subject to “working from home” arrangements under CRC’s hybrid working policy.
<b>Annual leave</b>	25 days annual leave (increasing to 30 after 5 years’ service) and public/bank holidays in addition
<b>Status</b>	Permanent

### Job Purpose

Reporting to the Finance Manager, the Verification Officer is responsible for managing, planning and providing an independent audit vouching and verification service for organisations funded by the Community Relations Council.

The post holder must ensure that there is a robust system of risk management, control and governance in place within each funded organisation and that all claims submitted are consistent with conditions set out in the Letter of Offer before processing payment.

They will deliver results against directorate and business objectives.

The post holder will be supported by the Finance & Verification Assistant and will be responsible for line management of the Finance & Verification Assistant.

### Verification

Complete pre-contract and post-contract checks to ensure robust systems are in place and follow up any recommendations.

Design and tailor the nature and the scope of verification work to address the size and nature of projects and uncover and address irregularities.

Assess organisations risk level of non-compliance and establish and maintain a risk register database of those organisations to determine the scope of the audit work required to meet with funding requirements.

Be responsible for undertaking verification and financial control visits to ensure management control systems operate satisfactorily.

Report on financial systems and the effective management and accounting of publicly funded grant aid.

## **Vouching**

Ensure that expenditure complies with contract conditions, and verify grant has been used, as specified in the Letter of Offer.

Ensure expenditure incurred is eligible, actual and consistent with the project concerned.

Complete vouching forms, and produce vouching reports as necessary, highlighting areas of non-compliance or potentially ineligible expenditure, detailing irregularities that will need reported to CRC management for recovery action.

Facilitate the work of internal and external auditors appointed to report on matters relating to the verification of funding.

Work flexibly to meet the requirements of the post, as occasional meetings out of office hours may be required.

## **Leadership & Management**

Responsible for line management of the Finance & Verification Assistant

Organise and manage vouching and verification workload to self and the Finance & Verification Assistant to meet the changing priorities of the CRC.

Assign Vouching and Verification workload to the Finance & Verification Assistant including Claims and provide vouching and verification support to the Finance & Verification Assistant

## **Reporting**

Report on non-compliance and financial irregularities.

Monitor verification of expenditure awarded against budgets, including working with Project Officers on the production of financial projections.

Process payments on the grants management system

Provide effective and timely verification updates, advice and information including the accurate forecasting of cash requirements to the Finance Manager and Director of Finance, Administration and Personnel and the SMT

Provide effective professional guidance and recommendations to the Finance Manager and the Director of Finance, Administration and Personnel and the Senior Management Team (SMT) in relation to delivering the vouching and verification function.

Liaise with the Finance Manager to ensure that the finance duties of the Finance & Verification Assistant are delivered in line with the CRC Finance Manual and business needs. Liaise with other staff to ensure that the Finance & Verification Assistant's ad hoc administration duties are delivered on time and to high quality.

Work in conjunction with all other relevant CRC staff (DFAP, Funding & Development, Engagement) to achieve common goals and tasks.

Liaise with a wide range of organisations and support the maintenance of positive client relationships.

Maintain comprehensive reporting procedures between external organisations and CRC.

Prepare reports, attend team meetings and represent the Community Relations Council in any appropriate organisational activity at the request of the Finance Manager the Director of Finance, Administration and Personnel and the SMT. Provide support for plans and programmes and demonstrate the ability to problem solve innovatively.

**Policy and Strategy**

Contribute to the review of monitoring and evaluation of the CRC funding schemes, projects and programmes.

Support and contribute to the development, implementation and maintenance of any relevant CRC policies

**Personal Development, Performance and Professionalism**

Demonstrate a high level of personal integrity and maintain professional standards throughout the organisation.

Endeavour to ensure the ongoing confidence of CRC stakeholders, maintaining high standards of personal accountability.

Uphold the Community Relations Council's reputation and public image in any external communications.

Demonstrate excellent interpersonal skills and self-motivation required to facilitate liaison with professional and senior management within stakeholder organisations.

Ensuring the upkeep of manual and electronic filing systems in relation to the Directorate's work as required by CRCs policies and procedures

Ensure that Continuous Professional Development needs of self and staff are identified and considered in line with professional body standards (if applicable) and CRC business requirements.

Any other reasonable duties as and when required