

Programme Controls Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £29,174 - £31,895 per annum
Head office: Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the MCA has a great story to tell. We have ambitions to deliver economic growth and prosperity for people, businesses and places across South Yorkshire

We are seeking a **Programme Controls Officer** who will be responsible for supporting the grant management and performance reporting across the SYMCA. With excellent administrative and organisation skills you will need to be self-motivated, with the ability to pay close attention to detail, and have the drive to complete competing tasks to a high standard alongside strong interpersonal skills and the ability to work across a range of stakeholders. Experience of developing and managing grant agreement terms and conditions is essential to the role, as is the knowledge and understanding of the principles relating to financial management, performance management and reporting.

In return, we offer a competitive salary, hybrid working, access to a local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email recruitment@southyorkshire-ca.gov.uk

How to apply

Please apply online at [recruitment](#) or email recruitment@southyorkshire-ca.gov.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

Applications no later than: 9am on Friday 26 August 2022

Interviews will take place: Wednesday 07 September 2022

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to recruitment@southyorkshire-ca.gov.uk

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>