

Senior Funding, Monitoring and Reporting Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £38,296.00-£41,496.00 per year
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

The Senior Funding, Reporting and Monitoring Officer will be responsible for a range of grant agreements across the SYMCA grants portfolio. Working with a number of partners, you will develop a wide range of skills across our core business, in grants administration, project management, finance and communication. You will have the responsibility for managing a portfolio of grant agreements to enable successful delivery and performance reporting .

You will support the Head of Funding, Reporting and Monitoring in matters of programme controls and process updating to ensure the development of a continuous process improvement ethos in the team. This will include working with Funding, Reporting and Monitoring Managers to prepare agreements with external parties; and improvements to the organisations Funding, Reporting and Monitoring Management system.

The role will include line management of Funding, Reporting and Monitoring Officers within the team.

You will have knowledge of grants and/or contracts. Experience of financial administration, along with strong numerate, organisational and administrative skills, with the ability to balance competing demands and prioritise tasks effectively, excellent inter-personal skills Flexible and adaptable approach to work, with a proactive problem-solving attitude.

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 download the application form. In your application please state 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

Applications no later than: 06 June 2023

Interviews will take place: Friday 16 June 2023 & Monday 19 June 2023

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