

Job Description

Job Title: Developer Funding Finance & Monitoring Officer

Salary range: £25,584 to £32,654

Overall purpose of the job

To provide professional and technical services to ensure effective monitoring, collection and allocation of all Section 106 agreements (S106) and collection of all Community Infrastructure Levy (CIL) payments, where the County Council has a vested interest. To provide advice and information relating to the above.

Main accountabilities

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1.	<u>Section 106 recording</u> Record and maintain records of all Section 106 agreements to which the county has an interest. Applications used include Microsoft Excel and Section 106 software 'Exacom.
2.	<u>Section 106 monitoring</u> Monitor triggers for when Section 106 obligations are due (financial and non-financial), for example via developer notifications, site visits, and officer liaison. Forecast annual income from Section 106s.
3.	<u>Collection of developer funds Section 106 and CIL</u> Regarding Section 106, to calculate indexation where necessary and agree with manager and developers the amounts to invoice; to assist with calculating prudential borrowing where required; to prepare invoices and update income records; to provide support in cases of dispute / non-payment. Regarding CIL, to process invoices to receive CIL contributions when requested by manager; to update income records; to provide support in cases of dispute / non-payment.
4.	<u>Reporting on Section 106 and CIL</u> Provide Section 106 and CIL finance reports and data, which is crucial to project delivery.
5.	<u>Section 106 compliance</u> Record information on Section 106 obligations that have been complied with or discharged and to provide this information when requested.
6.	<u>Monitoring systems and processes</u> Work with manager to ensure that appropriate systems and processes are in place for Section 106 and CIL management. Assist change programmes to improve processes, such as leading data migration to a new system. Work with manager in ensuring that financial processes and systems are complied with.
7.	<u>Partnership working and providing advice / information</u> Provide advice and information on matters relating to own job / section / directorate and specifically on Section 106 and CIL, as required by customers including external officers, solicitors, developers and planning agents. Respond to Freedom of Information (FOI) requests where required, in liaison with manager.
8.	<u>Contributing to staff development</u> Assist in the recruitment, selection, induction, learning and development of others, as required.

Person Specification
Qualifications, knowledge, skills and experience

Qualifications Required	Essential / Desirable
Educated to A Level, NVQ3 or equivalent experience	Essential
NVQ Level 3 in Administration or Management	Desirable
A finance qualification such as AAT or budget management qualification	Desirable

Knowledge	Essential / Desirable
Knowledge of a wide range of IT systems including MS Outlook, Teams, Word, and Excel	Essential
Understanding of finance management, procedures and processes	Essential
Knowledge of Data Protection and Equal Opportunities legislation and their requirements	Essential
Knowledge of health and safety legislation	Essential
Knowledge of budget management	Desirable
Knowledge of planning policies and procedures including Section 106 and Community Infrastructure Levy	Desirable
Understanding of project management principles	Desirable
Have a portfolio of achievements	Desirable

Skills	Essential / Desirable
Able to prioritise workload and complete in timely manner	Essential
Able to work on own initiative with minimal supervision	Essential
Able to produce work of a high standard	Essential
Good attention to details and numerical accuracy	Essential
Good interpersonal skills - able to communicate in a confident, open and constructive manner	Essential
Able to work with a variety of internal teams and external partners	Essential
Commitment to continuous service development	Essential
Committed to ongoing personal and role development	Essential
Flexibility to work from home or other County Council locations	Essential
Ability to grasp, assimilate and apply information and concepts quickly	Desirable
Ability to travel around the county to areas where public transport is limited.	Desirable

Experience	Essential / Desirable
Extensive office administrative experience	Essential
Ability to deal with and respond to enquiries and complaints	Essential
Ability to provide administrative or financial support to projects.	Essential
Experience of local authority working	Desirable
Ability to conduct development site visits in a safe manner.	Desirable