

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GLCCA	Job Ref Number:
Service Area: Resources	Grade: 6
Job Title: Programme Finance Officer	

PURPOSE OF JOB:

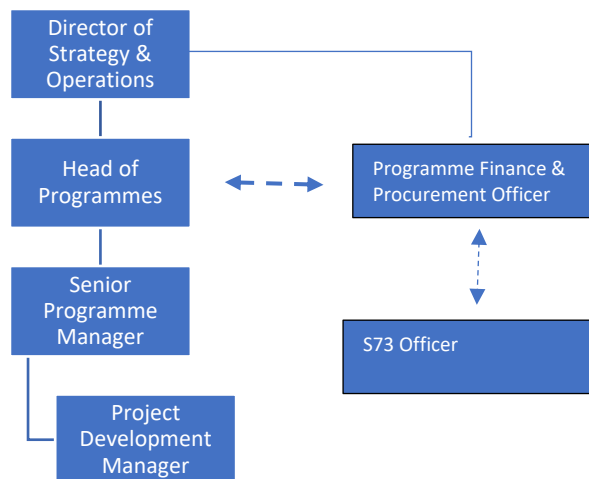
Provide financial management support for the Greater Lincolnshire Combined County Authority's (GLCCA) programme and project portfolio, with a particular focus on monitoring and reporting grant-funded programme budgets.

The role supports the Head of Programmes and programme managers by ensuring accurate financial oversight of programme expenditure, supporting compliance with funding requirements, and coordinating procurement and internal financial processes to support effective programme delivery.

The role will be required to:

- Monitor programme budgets, expenditure, and forecasts, supporting programme managers in managing programme finances effectively.
- Support compliance with grant funding requirements, ensuring financial information and documentation meet reporting standards.
- Manage routine procurement and purchasing processes associated with programme delivery and office requirements in line with organisational policies.
- Maintain accurate financial and procurement records to support reporting, governance, and audit requirements.
- Liaise with the internal finance team to ensure expenditure is correctly processed and recorded.
- Provide financial information and analysis to support programme monitoring and decision-making.

TEAM STRUCTURE:



MAIN DUTIES:

1. Oversee financial management of a portfolio of government-funded programmes and investment streams; actively maintaining the grant register
2. Monitor programme expenditure against approved budgets, providing early warning on variances and financial risks.
3. Produce timely financial reports and expenditure summaries to support programme monitoring, decision making and internal reporting.
4. Support financial forecasting and budget updates across programme activities.
5. Ensure programmes comply with grant funding conditions and financial reporting requirements and organisational financial policies.
6. Support procurement processes for programme-related purchases and office supplies in line with internal procedures.
7. Maintain accurate financial and procurement documentation to support governance and audit requirements.
8. Collaborate with corporate finance teams to ensure expenditure is correctly recorded and financial queries are resolved and to reconcile programme-level financial information with organisational systems
9. Support programme managers with financial reporting and funding claims
10. Champion financial best practices and continuous improvement across the programme.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
Experience supporting financial monitoring or budget management within programmes, projects, or grant-funded activity	AI	X	
Experience preparing funding claims, returns, and audit documentation for senior management and external bodies	AI		X
Strong numerical and analytical skills with experience using spreadsheets and financial reporting tools	AI	X	
Ability to translate complex financial information into clear insights for non-finance stakeholders	AI	X	
Proficiency in financial systems and tools	AI	X	
Understanding of public sector financial governance and funding compliance requirements.	AI		X
Track record of identifying financial risks and implementing mitigation strategies	AI	X	
Strong organisational skills and attention to detail			
An understanding of a Combined County Authority and it's responsibilities to it's service users and the need to	AI		X

deliver strong and reliable services.			
Ability to work in a fast paced, politically sensitive environment.			
Ability to work on own initiative	A I	X	
Ability to work effectively with both finance and non-finance colleagues.	A I	X	
Personal resilience and ability to work in a fast-paced, evolving environment	A I	X	

SUGGESTED ADVERT

The Greater Lincolnshire Combined County Authority is seeking a **Senior Programme Finance Officer** to support the delivery of our ambitious portfolio of regional programmes and projects. This role plays a key part in ensuring our grant funded programmes, are supported by strong financial monitoring, reporting, and governance. Working closely with the Head of Programmes and programme managers, you will help ensure budgets are effectively managed, funding requirements are met, and financial information supports informed decision-making. Alongside programme finance responsibilities, you will support procurement processes and maintain accurate financial records to ensure compliance with organisational policies and funding conditions.

Key Responsibilities

- Monitor programme budgets and expenditure across a portfolio of projects.
- Produce financial reports and analysis to support programme monitoring and decision-making.
- Support compliance with grant funding requirements and financial reporting obligations.
- Manage routine procurement and purchasing processes linked to programme delivery.
- Maintain accurate financial and procurement documentation to support governance and audit requirements.
- Work closely with programme managers and internal finance teams to ensure financial information is accurate and up to date.

About You

You will have experience supporting financial monitoring or budget management within programmes, projects, or grant-funded activity. You will be comfortable working with financial information and able to communicate clearly with both finance and non-finance colleagues.

You will also bring strong organisational skills, attention to detail, and the ability to manage multiple priorities within a fast-moving programme environment.

This is an excellent opportunity to contribute to programmes that support economic growth, infrastructure investment, and skills development across Greater Lincolnshire.

