

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	Capital Assets Projects Officer (0.8)
<b>Department:</b>	Education
<b>Reports to:</b>	Capital Assets Programme Manager
<b>Key working relationships:</b>	Capital Assets Programme Manager Land and Buildings Officer Diocesan Director of Education Diocesan Board of Education Education Department Staff Local Authority Representatives Diocesan Schools
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **1.0 Main purpose of job**

1.1 To assist the Capital Assets Programme Manager to manage effectively the capital funded projects in Church of England Schools and Academies across the Diocese with a particular focus on the administration and monitoring of the School Condition Allocation (SCA) programme for Voluntary Aided Schools.

1.2 To work specifically with Voluntary Aided Schools to ensure that they are meeting their legal obligations regarding maintenance of their school buildings through effective administration of SCA projects.

### **2.0 Principal duties**

2.1 Support the Capital Assets Programme Manager to develop capital projects, working with the three local authorities, schools and others to maximise funding and improvements to school.

2.2 To manage project spend and commitments, to include effective management systems for monitoring and processing capital funding projects, ensuring invoices are

of a correct nature to be eligible for capital funding and working with the Diocesan Finance Team to identify and rectify any issues.

2.3 Checking all invoices are correct and in line with contracts and consultants certificates and are eligible as capital expenditure, within the Condition Methodology and Spend Guidance where applicable.

2.4 To ensure that invoices are coded correctly and approved within Diocesan limits, with correct signatories and escalated where necessary.

2.5 To reconcile project expenditure and prepare individual project account breakdowns. To investigate and reconcile old projects where there may be outstanding debts or balances, including the recovery of aging debt. To prepare invoices to schools for governors' 10% contribution to capital projects in Voluntary Aided schools.

2.6 To prepare the payment request spreadsheet and check correct project coding before processing payments on the Xledger finance system.

2.7 To monitor and report to schools on SCA allocation and spend where appropriate.

2.8 Respond to queries regarding school buildings, land and site issues and escalate where necessary.

2.9 To assist the Capital Assets Programme Manager in the preparation and completion of both internal and external audit of the SCA programme.

2.10 To assist the Capital Assets Programme Manager in the preparation of reports for the Diocesan Board of Education and related committees.

2.11 To attend meetings of the Diocesan Board of Education and related committees as required.

### **3.0 General responsibilities**

3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

3.2 The post holder is required to:

- support the ethos, aims and objectives of the Church of England and the diocese;
- keep up to date with developments in their area of work;
- participate in the performance management process;
- engage in training and continuous professional development activities.

- 3.3 The post holder may be required to travel across the diocese and to meetings in London.
- 3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

**Review Date:**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications</b>	Educated to degree level or equivalent		√
	Project management qualification (Prince 2, APM or similar)		√
<b>Knowledge and Experience</b>	Experience of managing, monitoring and implementing projects	√	
	Experience of managing and reconciling large budgets	√	
	Experience of working effectively with a wide range of stakeholders and organisations, ideally in an education context.	√	
	Experience of effectively using databases and finance software (Chichester DBF use X-ledger)	√	
	Knowledge and understanding of the legal, financial and regulatory framework around capital investment in Voluntary Aided Church of England schools		√
	Knowledge and understanding of the structure and culture of the Church of England		√
<b>Skills and Abilities</b>	Excellent working knowledge of MS Office 365 suite – Outlook, Teams, SharePoint, Excel	√	
	Strong administrative and financial skills with a good attention to detail.	√	
	Good numeracy and literacy skills and the ability to communicate with a range of stakeholders	√	
	Excellent organisational skills and the ability to manage a busy workload	√	
	Ability to meet deadlines	√	

		<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Professional, friendly and approachable	√	
	High levels of enthusiasm, self-motivation and a self-managing attitude	√	
	Collaborative and supportive when working within a team	√	
	A strong commitment to safeguarding	√	