**Job Specification  
Monitoring Officer (BBO)**

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| **Requirements** | **Essential (E)**  **or**  **Desirable (D)** |
| **Qualifications:** |  |
| Good standard of formal education and continuous professional development | **E** |
| **Knowledge & Experience:** |  |
| Experience of collating financial information and checking for accuracy | **E** |
| Ability to accurately analyse and interpret multiple large and complex data sets | **E** |
| Proficient/advanced use of a range of IT software packages including Microsoft Excel | **E** |
| Ability to engage with partners and stakeholders to create strong working relationships | **E** |
| Able to plan and manage tasks effectively to achieve desired outcomes | **D** |
| Have a good understanding of the monitoring and reporting requirements for grant funded programmes in particular European or Lottery funded projects | **D** |
| Have a good understanding of the requirements for internal and/or external audit | **D** |
| Experience of providing clear and concise instruction to a range of audiences | **D** |
| A driving licence and the use of a car | **D** |
| **Personal Qualities and Attributes:** |  |
| A successful track record of building successful relationships with customers, clients, partners and/or external stakeholders. | **E** |
| Able to use own initiative to solve problems and works well as part of a team | **E** |
| Excellent organisational, interpersonal and communication skills, both orally and in writing, to a range of audiences | **E** |
| Able to prioritise conflicting tasks to meet set deadlines | **E** |
| Willingness to develop professional skills to improve performance levels | **D** |
| Have a proactive attitude and approach to problem solving | **D** |
| Have a willingness to work flexibly, including weekends and evenings with given notice | **D** |
| Have a commitment to Quality, Diversity and Equality across all services | **E** |