



**European Union**

European Regional  
Development Fund



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<b>Job Title</b>	Senior Accounting and Compliance Officer - ERDF Project
<b>Project</b>	LCR Future Energy
<b>Delivery Organisation</b>	Inventya Solutions Limited
<b>Line Manager</b>	Project Manager
<b>Salary</b>	£32,000 - £38,000 per annum

***This post is funded by the European Regional Development Fund***

Inventya Solutions has secured a £3.7 million LCR Future Energy ERDF funded project. This prestigious project will help SMEs in the renewable energy supply chain in the Liverpool City Region to build their capability and capacity and ultimately to grow.

The Senior Accounting and Compliance Officer will be responsible for the day to day management the company's project finances, audit systems and the procurement of goods and services. This will include supporting the Project Manager, monitoring and approving expenditure, to ensure financial ERDF compliance, for all partners and managing the ERDF financial claims process and associated systems.

**The role**

Responsibilities include:

- Contribute to the management of the project, creating a bridge between finances and project delivery/management.
- Co-ordinate and monitor monetary aspects of projects, liaising with external partners if necessary.
- Manage the project finances per ERDF guidance and EU procurement rules.
- Establish and maintain financial and output management systems, providing visibility of expenditure to all partners.
- Develop the entire team's capability (including partner's) to meet ERDF eligibility requirements (procurement, timesheets, expenses and outputs/outcomes).
- Produce and submit financial claims (including partner claims) to quality and deadline.
- Manage the grant tracking process from application to claim ensuring that all appropriate evidence is recorded, prior to payment.
- Ensure that the project audit trail is robustly maintained and recorded.
- Prepare monitoring reports to record the process of the monitoring visit – highlighting any issues and making recommendations.
- Produce, collate and present management information for project reporting purposes (internally and externally), as required.
- Produce project and company board financial and performance reports.
- Responsible for the archiving system, setting up, running and updating guidance.
- Liaise with companies (project grant recipients) and helping them to comply with European procurement and state aid rules.

**Required Skill and Competence**

- Experience of managing ERDF finances and compliance
- Experience of European procurement
- Self-motivated and results driven
- Organisational and planning skills, plus meticulous administration skills
- Strong time management skills
- Ability to support and mentor partners

**Qualifications**

- Degree or a minimum of 4 years of relevant experience
- A financial qualification is highly desirable

Interviews will be held the week commencing 14th May.

The project is funded by the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.