



## Vacancy: Programme Support Associate

NMITE is proud to be a new provider of higher education in Hereford. Teaching and engineering focussed, we are committed to authentic learning, developing skills and mindsets, a transformative educational experience, interdisciplinary approaches, innovative provision, and local, regional, national, and international impact. Supported by Government, industry, and the engineering profession, we aim to be a game-changer in every facet of our operations and educational programmes.

We recognise that future engineers need technical knowledge, but also that creativity, problem-solving ability, and understanding of humanities, arts, business, and many other areas are all required to succeed, as well as the ability to use this knowledge in current and future professional contexts. For these reasons, our programmes will be open to all with the creativity, imagination and the determination to solve society's challenges, not just those with A-level maths and physics. Our teaching will be in studio-based, problem-led, and deeply connected to industrial and social partners.

NMITE has been awarded funding through the European Social Fund operational programme. Managed by the Department of Work and Pensions, the Herefordshire Skills for the Future project sets out to improve the labour market relevance of education and training systems under priority axis 2.2

### Job Role

- Responsible for overseeing the day-to-day governance of the project to ensure compliance with ESF terms and conditions.
- Work with project staff to put in place systems to collect and collate information from project partners and participants re project deliverables in order to feed this information into ESF returns process.
- Facilitate and manage ESF audit visits as required.
- Ensure compliance with ESF audit requirements including document retention.
- Monitor progress against the project output requirements.
- Acts as Secretariat to the Project Board and the Future Skills Group.
- Oversees all aspects of financial reporting, using Xero electronic accounting system to record income and expenditure for ESF project under specific fund heading. Also includes:
  - Develop and implement staff timesheet to record ESF match funding.
  - Manage accounts receivable and payable for the ESF project.
  - Review and process reimbursements
  - Prepare budgets as required.
  - Keep records of invoices, payments, and timesheets.
  - Identify and address account discrepancies.

- Report on financial projections (e.g., liquidity and cash flow)
- Prepare and submit ESF returns.
- Facilitate and manage quarterly ESF Financial Verification visits as required.

### **Qualifications & Experience**

- AAT part of fully qualified
- Proven Finance experience is essential.
- Previous auditing experience desirable

### **Key Skills & Behaviours**

- Attention to detail.
- Problem solver
- Excellent Verbal and written communication skills

### **Cultural Alignment**

- Equality focused.
- Inclusive
- Respectful
- Creative
- Honest
- Non-judgemental

### **Our offer**

We offer competitive salaries and a competitive benefits package, including pension scheme, life assurance, 30 days holidays (plus Bank Holidays & closure days), ongoing training & development. This role is a fixed term contract until December 2023.

Location: Hereford

### **To apply**

Please email a full CV and covering letter to [vacancies@nmite.ac.uk](mailto:vacancies@nmite.ac.uk). Your covering letter should outline how you meet the person specification.

Informal questions about the roles can be addressed to the Head of Partnerships, Toby Kinnaird ([Toby.kinnaird@nmite.ac.uk](mailto:Toby.kinnaird@nmite.ac.uk))

NMITE is committed to promoting a diverse and inclusive community – a place where we can be ourselves and succeed on merit. Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently underrepresented in engineering education. Part time proposals and secondment arrangements may also be considered.

The opening date for applications is Monday 15<sup>th</sup> February 2021. The closing date for completed applications is Friday 19<sup>th</sup> March 2021.

***This role is funded by the European Social Fund Programme 2014- 2020 and will contribute to the delivery of the ESF Herefordshire Skills for the Future project, which will be delivered between the dates of 01.05.2020 until 31.12.2023.***