

Grant Administration Officer

Department for Environment, Food and Rural Affairs

Salary £30,317 London: £33,827 The role attracts an accountancy allowance up to £3,107 National and up to £4,495 London for eligible candidates in addition to the quoted salary.

Job grade

Higher Executive Officer

Contract type

Permanent

Location

Birmingham, Bristol, Exeter, Leeds, London, Newcastle-upon-Tyne, Peterborough, Reading, Warrington, Worcester, Worthing, York

Job summary

DEFRA is the UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy. Our broad remit means we play a major role in people's day-to-day life, from the food we eat, and the air we breathe, to the water we drink.

Defra Group Finance have a HEO role in Business Partnering, supporting the other Risk Management Authority (RMA) element of the Environment Agency's £5.2bn capital programme, acting as the face of Finance, and taking Finance to the heart of decision making.

The Specialist Grant Administration Team (GAT) administers capital grant payments to Local Authorities, Internal Drainage Boards, Water Companies for Flood and Coastal Risk Management (FCRM) schemes with an annual budget of ~£240m. GAT also administers smaller grants of ~£10m total via the Charities Act for water improvement projects payments.

As a Grant Administration Officer your role is to protect value, drive value and add value.

Your key responsibilities will include:

- Ensuring the various statutory requirements for grant administration are met. This includes following the Managing Public Money guidelines and adhering to the Cabinet Office - Grant Minimum Standards.
- Ensuring all grant records are maintained to satisfy the relevant audit requirements.
- Providing advice & support to the business to allow the efficient running of their grant programmes.
- Review processes to identify, implement and embed improvements, working collaboratively with relevant stakeholders.
- Set up schemes on the Grant Database and accurately process claims for payment.

Job description

Key responsibilities will include but not be limited to: -

- Part of a team of HEO and EO specialists helping to develop new grant programmes, review approvals and process grant claims.
- Support work to ensure that the Government Grant Information System (GGIS) is kept up to date for pipeline and awards reporting.
- Help maintain the Grant databases and ensure they reconcile with the Project Ledger, GGIS and the Annual Report & Accounts

- Support the SEO and Grade 7 roles by ensuring processes are efficient and compliant with grant standards.
- Ensure projects are closed down effectively and any discrepancies are investigated.
- Provide input to regular reports to the business on the grant position.

Person specification

Essential Experience and Skills:-

Good analytical, data management and modelling skills. Attention to detail when working with large volumes of numerical data. Ability to identify key issues from financial data and the confidence to act as a critical friend.

- Demonstrate good technical competence across a range of financial disciplines.
- An understanding of Grant Administration procedures and controls and why they are in place.
- Well-developed written and oral communication skills and the ability to present financial information clearly.
- Good relationship management, networking and influencing skills.
- Able to challenge and act as critical friend in dealing with customers, showing empathy with their situation while ensuring financial policies and processes are adhered
- An ability to identify and quantify risks and issues and communicate them clearly.
- A good level of competence in managing data and producing high-quality management information.
- A track record of good customer service delivery.

Behaviours

We'll assess you against these behaviours during the selection process:

- Managing a Quality Service
- Delivering at Pace
- Working Together
- Communicating and Influencing

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Strengths and Experience.

Interview

Candidate successful at sift stage will be invited to a video assessment/interview (1 hour 20 mins) that will consist of a blended interview of Behaviours and Strengths and one other exercise (presentation exercise or experience questions).

Sift - week commencing 20th November 2023

Interview - week commencing 4th December 2023

Location

Please be aware that this role(s) will be contractually based in a Defra group workplace/office. The successful candidate is required to carry out all their duties from a UK location and cannot do so from an overseas location at any time.

Internal (core Defra) employees can apply for this role and choose to remain in their current location or to be based in one of the advertised locations.

All other applicants will be based in one of the advertised locations. Candidates will need to state their location preference on the application form.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\)](#) ([opens in a new window](#))
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.