

## JOB DESCRIPTION

<b>Role Title:</b>	Access to Finance Specialist
<b>Location:</b>	Home based covering Coast to Capital LEP area
<b>Reports to:</b>	Programme Manager
<b>Salary:</b>	£30,000 - £38,000 p.a.
<b>Hours:</b>	Full time 37 hours per week Part time or job share would be considered

### Role Purpose:

The role purpose is to provide advice and support to SMEs with regard to increasing awareness of sources of finance and grants and increasing the success rate of SMEs accessing funds to support growth.

This role within the project, is funded by the European Regional Development Fund.

### Key Tasks:

1.	Respond to leads in a timely manner, with a view to engaging businesses that meet eligibility criteria
2.	Attend awareness events to promote and raise awareness of the service and to identify appropriate clients
3.	Build effective relationships with businesses, ensuring high levels of customer satisfaction
4.	Examine in detail the elements and requirements of client businesses in order to identify opportunities for growth which could be fostered through external finance or grant funding
5.	Build effective relationships with customers, colleagues and suppliers in order to provide the best brokerage advice based on the customer's requirements
6.	Use ICT to communicate effectively and aid problem solving and decision making

7.	Accurately complete action plans/template and related paperwork in a timely manner and comply with project reporting and process requirements
8.	Work with clients to overcome barriers during the implementation of their action plan, in order to sustain momentum towards the agreed goals.
9.	Provide the business with details of upcoming events and online booking details to book them onto the events
10.	Utilise other business support sources to collate research and information for use by the business and to inform next steps
11.	Make referrals to appropriate workshops/specialists (choice to be provided if available) for further support, including a full brief of requirements and to other business support services where appropriate
12.	Ensure contract specified hours of support are delivered, documented and signed off
13.	Where appropriate, collect all necessary documents for grant making decisions and collect follow up evidence

**Please note:** This job description seeks to provide an outline of the duties and responsibilities of the post. The post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the CEO. It is not a definitive document and as a new post will be subject to review in conjunction with the post holder in light of any project review or funding criteria.