



## Job Description

<b>Role Title</b>	Contracts Officer
<b>Department</b>	Finance
<b>Responsible to</b>	Head of Finance
<b>Job Level</b>	5

## Summary Purpose

Support the NFCC to ensure timely execution and management of all contracts and written agreements whilst ensuring the best interests and values of the charity are upheld.

Act as a focal point of contact regarding all administrative aspects of contracts and other written agreements.

## Key responsibilities / level of accountability for delivery

- Drafting and/or amending and negotiating contracts and other written agreements, such as Data Sharing Agreements, Confidentiality Agreements/Non-Disclosure Agreements, taking into consideration any relevant funding terms and conditions.
- Drafting and/or amending and negotiating other types of agreements from time to time as instructed
- Working with the NFCC staff team to produce relevant documentation required for procurement processes
- Completing research and due diligence checks on potential suppliers or partners
- Articulating, capturing and implementing contractual issues
- Negotiating contract terms with both internal and external entities
- Reviewing existing contracts and updating them
- Support contract owners to ensure effective monitoring of contractual performance
- Analysing risks associated with specific contract terms
- Creating language standards for new contract documents or existing ones
- Providing detailed reporting to the involved parties at the end of a contract
- Working within the finance team to produce timely and relevant reporting on procurement and contract activity.
- Managing the insurance renewal processes for the organisation.



### Key outputs including typical timeframes

Preparing and maintaining documentation relating to contracts and procurement activity across the organisation.

Advising on contractual terms and conditions and the potential impacts or risks for the NFCC.

### Key Relationships

- NFCC staff team
- Suppliers

### Education, Qualifications, Experience

- Experience of drafting and proposing contracts and other written agreements
- Strong administrative skills/experience
- Knowledge of computers and MS Office applications
- Ability to review complex contractual documents
- Excellent communication skills, both verbal and written
- Proven analytical and organisational skills
- Excellent eye for detail
- Experience working in a similar role.

### Behaviours and Values

- You are a champion of inclusion, equality and diversity, and are committed to creating safe working environments where individuals flourish, develop and thrive.
- You are driven to make a real difference across our communities.
- You treat people with respect and trust and empower staff to do a great job.
- You take ownership of and responsibility for actions and learn from mistakes.
- You act with integrity at all times.
- You use your significant expertise to shape safety for our communities and support our members.