

JOB DESCRIPTION

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| JOB TITLE: | Funding and Assurance Administrator |
| MANAGED BY: | Senior Funding Officer |
| GRADE: | 6 |

BACKGROUND

The West of England Combined Authority is seeking to appoint a Funding and Assurance Administrator to join the Grant Management team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The purpose of this job is to work within a small Grant Management and Assurance Team comprising the Head of Grant Management and Assurance, 2 Senior Funding Officers and 2 Funding Officers to provide support to a wide range of grant award and assurance functions spanning a number of funding programmes operated by the West of England Combined Authority including the Local Enterprise Partnership (LEP).

KEY RESPONSIBILITIES

The role will encompass a range of technical and administrative responsibilities, flexing and adapting to meet the requirements and timescales within WECA's current funding programmes and new funding secured. These will include:

1. Operating as a Funding and Assurance Administrator within the Grant Management and Assurance Team.

2. Providing support with the processing and approval of grant claims including the verification of compliance against grant offer letters.
3. Working with others within the Grant Management & Assurance and Finance Teams to create and maintain spreadsheets tracking progress, grant claims and payments.
4. Provision of database support including the collation and analysis of data and reporting.
5. Establishing and operating the team's document management systems including requirements to retain electronic and paper-based records.
6. Providing administrative support to the team including arranging meetings and conference calls with both internal and external attendees.
7. Development of project reporting tools, infographics and presentations using a range of MS Office tools.
8. To undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Excellent IT skills including Outlook, Word, Excel and Powerpoint.

Experience

- Experience of providing administrative support in a dynamic and complex environment.
- Developing documents and reports in a range of styles and formats.
- Database support including system administration, audit and analysis of data

Skills and Competencies

- Excellent organisational skills.
- Excellent written and oral communication skills at all levels, with ability to create reports and presentations to a high standard with strong attention to detail.
- Self-motivated and capable of planning and prioritising own workload to

meet deadlines.

- Flexible and agile with the ability to respond at pace to competing demands.
- Able to work effectively as part of a team and build relationships with colleagues within WECA and in partner organisations.
- Appreciation of the importance of discretion and confidentiality.

DESIRABLE

Qualifications and Knowledge

- Educated to degree level or equivalent
- Experience of administration in a complex political environment.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £10.42 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.