

JOB DESCRIPTION

JOB TITLE:	Funding and Assurance Administrator
MANAGED BY:	Senior Funding Officer, Grant Management and Assurance
GRADE:	6

ROLE OVERVIEW

Approx. size of team 12

Key accountabilities:

Administrative support across the GM&A team including managing mailboxes; answering and fielding queries; processing grant claims and co-ordinating grant funding agreements.

Key relationships:

Colleagues in finance and legal, internal project teams, Unitary Authority Stakeholders

The Grant Management and Assurance team are responsible for the management of grant-giving aspects of the West of England Combined Authority through a variety of funding streams.

THE ROLE

The primary purpose of this post is to contribute to the effective and compliant operation of the Combined Authority's grant management programmes. This will involve providing support to a wide range of grant award and assurance functions spanning several funding programmes operated by the West of England Combined Authority.

KEY RESPONSIBILITIES

- Operating as a Funding and Assurance Administrator within the Grant Management and Assurance Team.
- Providing support with the processing and approval of grant claims including the verification of compliance against grant offer letters.
- Working with others within the Grant Management & Assurance and Finance Teams to create and maintain spreadsheets tracking progress, grant claims and payments.

- Provision of database support including the collation and analysis of data and reporting.
- Establishing and operating the team's document management systems including requirements to retain electronic and paper-based records.
- Providing administrative support to the team including arranging meetings and conference calls with both internal and external attendees.
- Development of project reporting tools, infographics and presentations using a range of MS Office tools.

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 the Combined Authority and in partner organisations.
- Appreciation of the importance of discretion and confidentiality.

DESIRABLE

Qualifications and Knowledge

- Educated to degree level or equivalent

Experience

- Experience of administration in a complex local authority environment.