JOB DESCRIPTION

JOB TITLE: RURAL ACADEMY ADMINISTRATOR

LINE MANAGED BY: HEAD OF ALTERNATIVE FUNDING

Principal Tasks: As a member of the Alternative Funding team, you will provide administrative support to the Rural Academy Project, a training and employability project part-funded by the European Social Fund (ESF) and South Lanarkshire Works 4U (through South Lanarkshire Council). Duties will include the overall day-to-day administration to assist staff and participants on the project, payment of participants’ travel and other payments, maintenance of records and preparation of funding claims. The post will be mainly based in our Lanark premises and will involve some travelling between outreach centres in rural South Lanarkshire and sometimes to our main campus in East Kilbride.

Main Duties

Administration

- Provide administrative assistance with the completion of participants’ files in line with ESF guidelines
- Build projects files and ensure information and documents comply with “Verification and Compliance” requirements
- Maintain the project’s ESF database
- Meet and assess participants’ eligibility to be engaged with the project.
- Set up classroom equipment according to weekly timetable of courses.
- Arrange appointments and keep the office diary up-to-date
- Liaise with external trainers to arrange training dates for participants.

Accounting & Record Keeping

- Prepare purchase orders and invoices for payment from external trainers.
- Pay participants’ travel and liaise with Finance Department regarding reimbursement of petty cash
- Reconcile petty cash.
- Ensure financial records are complete and are appropriate and adequate for all relevant financial and non-financial audits
• Collate information to enable interim claims to be made where appropriate
• Make arrangements to invoice or claim all amounts due to the project
• Prepare records for external scrutiny (funders, auditors)

Monitoring
• Monthly monitoring of participant files to record contract profile achievements
• Assess participant files to ensure compliance with ESF guidelines

Other Duties
• Provide assistance and advice to the participants
• Ensure the classroom and office are clean and tidy
• Undertake any other reasonable duties as specified by line manager
• Comply with all current Health and Safety and other relevant legislation.
• The postholder is expected to work flexibly and sometimes travel between various outreach centres in rural South Lanarkshire.
Corporate Statements and Values

Vision

To be Scotland’s leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: August 2019