

Alternative Funding Administrator

Full-Time, 1 FTE

Fixed Term for a period of 12 months

£22,899 per annum, pro rata

As a member of the Alternative Funding team, you will provide administrative support relating to activity and funding (primarily Skills Development Scotland) managed by the Alternative Funding Advisor. Duties will include assisting with the overall day-to-day administration of contracts; payment of allowances and other payments; updating and maintaining databases and records for the preparation of funding claims and reports to funders.

The successful applicant must be educated to HNC or equivalent level of qualification with experience of maintaining appropriate records for external scrutiny. You will be proficient in the use of Microsoft packages including a good working knowledge of maintaining spreadsheets and databases.

To apply please download the job details and Staff Application Form from our website.

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7690 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Tuesday 9th April 2024**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

