

## JOB DESCRIPTION

**Job Title:** **Alternative Funding Administrator**

**Line Managed By:** Alternative Funding Advisor

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### JOB SUMMARY

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.

### SPECIFIC DUTIES

To maintain projects' spreadsheets and funders' databases to ensure registration and progress milestones are recorded timeously to maximise funding.

To liaise with Sector Skills Councils for registration, certification, and other required tasks.

To assist the Alternative Funding Advisor with ensuring information and evidence in students' files comply with "Verification and Compliance" requirements, and preparation for audit.

To assist the Alternative Funding team with monitoring of activity and tracking of students for the compilation of data for funding claims.

To organise students' travel payments (e.g. expenses and zone cards).

To monitor mailboxes and signpost applicants' enquiries.

To provide administrative support for the team.

To take minutes at meetings.

## **OTHER DUTIES**

To comply with all current Health and Safety and other relevant legislation.

To undertake any other reasonable duties as specified by line manager or the Head of Department.

The postholder is expected to work flexibly to contribute to the work of the College.

## **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: March 2024