

Funding and Compliance Administrator
Permanent, Full-Time
£28,451 per annum

As a member of the Business Innovation Department, the successful candidate will be a key team player providing efficient budget management support for the whole department, as well as administrative and compliance support, enabling the effective delivery and financial monitoring of a variety of contracts and commercial activities managed by the Business Innovation Department.

Duties will include input into various aspects of the overall department's funding portfolio ranging from administration to assisting staff payment of trainees' allowances, maintenance of records and preparation of funding claims.

Educated to HNC or equivalent level of qualification or experience, the successful candidate must have experience in financial processes, record keeping, compliance and reporting, in addition to a comprehensive working knowledge of Microsoft Office suite.

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

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 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Wednesday 17th September 2025**.

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

