

FUNDING AND COMPLIANCE ADMINISTRATOR

Person Specification

Attributes	Essential	Desirable
Qualifications	Excellent standard of literacy and numeracy. HNC or equivalent level of qualification or experience.	HNC/D in Business Administration, or Accounts based subject.
Experience	Strong experience of financial processes and compliance requirements. Excellent administration skills and the ability to produce high quality work first time. Experience in financial processes, record keeping, compliance and reporting. Able to demonstrate attention to detail.	Experience of finance support role in education. Experience of preparing for Audits. Knowledge of submitting claims and preparing monitoring information.
Skills/Knowledge	Ability to work alone or as part of a team. Comprehensive working knowledge of Microsoft Office suite. Pro-active. Excellent problem-solving skills.	
Other	Ability to deliver high quality, effective and efficient support.	

	<p>Excellent communication and interpersonal skills with the ability to communicate in a range of formats.</p> <p>Ability to work independently, plan and prioritise a range of work activities involving personal and confidential information.</p> <p>Ability to meet deadlines and work to tight and critical timescales.</p> <p>Customer focussed with ability to provide a professional service at all times internally and externally.</p> <p>Flexible approach to work and adaptable to changing circumstances and needs of the department.</p> <p>Positive, confident and self-motivated.</p> <p>Ability to maintain confidentiality at all times.</p>	
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