

## **JOB DESCRIPTION**

Job Title: **Funding and Compliance Administrator**

Line Managed By: Business Innovation Manager (Commercial Activity)

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### **Principal Tasks:**

As a member of the Business Innovation Department, the role of the Funding and Compliance Administrator will be vital across the department. The postholder 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 assist staff payment of trainees' allowances, maintenance of records and preparation of funding claims.

### **Administration**

- Provide overall administrative support for the Department.
- Provide assistance with the co-ordination of the different projects and funding streams.
- Monitor College staff time and mentors' time in order to maximise generation of funding through various projects.
- Liaise with Finance Department regarding process of payments.
- Compile all data to build and submit claims in relation to above activity in order to maximise targets, on a monthly/quarterly basis.
- Take minutes at meetings.
- Undertake any other duties deemed necessary by immediate supervisor.

### **Accounting & Record Keeping**

- Maintain accurate and up-to-date student and other records relating to contracts and funding streams, in line with funders' compliance requirements.
- Maintain project databases for internal and external purposes.

- Assist Managers to build and design appropriate record and management systems and documents for project claims and income monitoring and forecast.
- Collate data for the preparation and submission of funding claims.

### **Audit and Compliance**

- Build project files and ensure information complies with “Verification and Compliance” requirements.
- Follow archive procedures and instructions from responsible supervisor and prepare document files to be archived in line with funders’ compliance rules.
- Ensure that departmental and individual project financial records are complete and appropriate for all relevant financial and non-financial audits.
- Assist with preparation of documents for audits.

### **Finance**

- Record departmental income and expenditure.
- Record income and expenditure for individual project budgets.
- Assist with financial processes including payments, invoicing and reconciliation using internal digital platforms.
- Liaise with Finance team and other internal stakeholders.
- Liaise with external stakeholders (eg. Sector Skills Councils/Skills Development Scotland).

### **Monitoring**

- Assist the team with recording and tracking of students for the compilation of data for funding claims.
- Prepare data for a variety of working groups, audit visits, being in attendance at same.

### **Other Duties**

- Provide administrative support across the Business Innovation team.
- Monitor Department’s email boxes.
- Undertake any other reasonable duties as specified.
- Adhere to College policies and procedures
- Comply with all current Health and Safety and other relevant legislation.

## WHO WE ARE

### Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### Mission

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

*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 Created: August 2025