



# **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Funding Administrator</b>
<b>Reports to:</b>	<b>Contracts Manager</b>
<b>Location:</b>	<b>Huntingdon</b>
<b>Responsible for:</b>	<b>Assisting in the processing of funding data and documentation</b>

## **Main Responsibilities**

- Data Processing
- Funding Administration
- Recruitment
- Assist with General Administration
- Quality Assurance
- Health and Safety
- Information, Advice and Guidance
- Equal Opportunities

## **Detailed Tasks**

### **Data Processing**

- Input data into the college management system for the processing of funding claims
- Input data and documentation into Therefore and the college management information system
- Working with external systems (LAS, EDRS) to generate learner and employer unique numbers
- Uploading learner evidence onto ACE online for ACE Framework certification
- Administering the online Apprenticeship Service Account for new apprentices

### **Funding Administration**

- Assist with assessing applications for eligibility for funding
- Providing employers and potential learners with accurate and up to date information and advice
- Administering the Oyster card system, Innovator
- Assisting with the completion of surveys in line with funding requirements
- Assisting with creation of reports to provide data to the College's Contracts Manager and Senior Management Team
- Creating funding documentation as required
- Ensuring knowledge of funding is accurate and up to date

## **Recruitment**

- Administering the Apprenticeship Vacancies website

## **Assist with General Administration**

- Assist with the administration and processing of learner and employer data
- Scanning to therefore, ensuring this is done timely
- General office Administration tasks
- Assist with answering phone calls and covering reception

## **Quality Assurance**

- Operate in compliance with College key performance indicators
- Follow up any action required
- Contribute towards and assist in the implementation of the self-assessment process and the production of reports and action plans relevant to College needs and to external requirements
- Assist in the development of College quality assurance strategy and policies
- To participate actively in the College's performance review and appraisal processes and undertake appropriate continuing professional development
- Assist with internal audits as required

## **General Activities**

- To actively participate in working towards the mission of the College, meeting objectives and delivering those areas involving funded provision or those objectives specifically designated as being your responsibility
- To work in a flexible pro-active manner to meet the changing requirements of the College, clients and learners and undertake such other duties, commensurate with the post, as may be required by the Principal
- To cover in the absence of other members of staff
- To comply with all of The College of Animal Welfare Ltd, and its related businesses policies and procedures
- To carry out other duties as appropriate to The College of Animal Welfare Ltd and its related businesses and as requested by the Vice Principal of Finance, Strategic Development Director or Principal
- Committed to actively promoting high quality information, advice and guidance to both internal and external enquiries

## **Health & Safety**

- Ensure that all Health and Safety systems for learners are operating in accordance all funding bodies' requirements and meet The College of Animal Welfare and its related businesses policies
- Manage learners safety
- To take care of your own and others safety
- To use equipment, substances etc. in accordance with the training and instructions received.
- Notify the Principal or H&S Committee representative of anything that might be considered a danger to Health and Safety
- To comply with The College of Animal Welfare Ltd and its related businesses Health & Safety Regulations



### **Information, Advice and Guidance**

- Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- Actively promote high quality information, advice and guidance
- Listen to what clients of our service say about our provision and continually improve our delivery

### **Safeguarding**

- Ensure you know the name of the designated person and their role
- Know how to pass on and record concerns about a child or young person
- Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- Be clear with students that you cannot promise to keep secrets
- Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
  - Review policy and procedures on an annual basis

### **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

### Job Analysis

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Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>Level 2 or equivalent in Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 award in Business Administration, Customer Services or IT</li> </ul>	<ul style="list-style-type: none"> <li>Sight of qualifications documents</li> <li>Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Windows XP</li> <li>Microsoft Office, including Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety at Work</li> <li>Data Protection</li> <li>Database</li> <li>IAG (Information, Advice &amp; Guidance)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>Working knowledge of Microsoft Office</li> <li>Computer Literate: Typing/Word Processing/Database Skills</li> <li>Ability to work methodically and on own initiative</li> <li>Good and accurate presentation of work</li> <li>Numerate</li> <li>Ability to meet deadlines</li> <li>Comply with CAW H&amp;S regulations as outlined in the H&amp;S policy</li> <li>Able to identify with College objectives</li> </ul>	<ul style="list-style-type: none"> <li>CAW, CAW Publishing and Vet Skill policies &amp; procedures</li> <li>Working knowledge of Therefore (Desirable)</li> <li>Working knowledge of PICS contract funding system (Desirable)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
Attitude/ Disposition	<ul style="list-style-type: none"> <li>Ability to work as part of a team or unsupervised</li> <li>Ability to relate to staff</li> <li>Ability to maintain the strictest confidence concerning all aspects of the activities of the College of Animal Welfare, and its related businesses</li> <li>Calm and collected in a crisis or critical situation</li> <li>Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Willing to undertake further CPD relevant to requirements of Job role</li> </ul>	<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>

