

EMPLOYMENT VACANCY

FUNDING CLAIMS ADMINISTRATOR

Location: Brighton
Salary: £22,500 – £25,000 per annum
Hours: Monday - Friday, 08.30 – 17.00

Tempus Training is a leading Independent Training Provider, delivering programmes of learning across the UK through a range of Government funded contracts. Currently delivering over 600 courses per month, we support thousands of learners to gain the skills and qualifications to develop their careers and improve their lives.

Due to on-going expansion, we have a new vacancy for an Administrator to support administration and funding claims across a range of funded contracts. The post holder will support the Quality & Compliance Manager to provide control and oversight of project activities.

In return, you will enjoy a rewarding role within our business with a competitive salary, career development opportunities plus a great working environment in a well-established, central Brighton company.

Administrator Responsibilities

- Complete course funding claims, working closely with the Quality & Compliance and Finance Teams.
- Deal with enquiries from stakeholders and staff.
- Document and evidence the delivered objectives on behalf of the project team
- Build and maintain professional relationships across the organisation and with external partners and stakeholders

Key Administrator Skills & Experience

- Have strong attention to detail

- Be able to demonstrate a pro-active approach to problem solving
- Good numeracy and literacy skills
- Evidence a wide range of IT skills, including use of Microsoft Office packages and databases
- Be able to demonstrate an ability to work independently
- Have experience of forming good working relationships with stakeholders and staff
- Display enthusiasm, initiative and the ability to prioritise workloads to meet deadlines

Call **Alistair Brindle** on: 01273 980 243
Or email: recruitment@tempustraining.co.uk

All posts are subject to an enhanced Disclosure and Barring Service check.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. We are an equal opportunities employer.

Applicants must have a valid legal permit or right to work in the United Kingdom.