

**Admin & Funding Assistant  
Scottish Union Learning  
Scottish Trade Union Congress  
Job Description & Person Specification**

**GENERAL**

Annual Salary	:	£30,135 (pending on going Job Evaluation)
Hours of Work	:	34 hours per week
Terms & Conditions	:	Fixed-term until 31 <sup>st</sup> March 2023

**JOB OVERVIEW**

The Admin & Funding Assistant will provide administrative expertise and support within Scottish Union Learning. The post-holder will work with the relevant Senior Development Officer(s), Funding Officer and other members of Scottish Union Learning to establish and maintain appropriate systems for the recording of financial, participant, and course delivery information relating to the SUL Learning Fund and other funding streams.

**JOB DESCRIPTION**

- Providing assistance to the Funding Officer and other SUL staff.
- Processing applications to the Learning Fund and other SUL funds.
- Co-ordination of the process for courses including identifying learning providers, issuing and receiving tender documents and quotations, advising providers of outcomes of awards.
- Maintaining accurate records of learners supported by the Learning Fund and any additional SUL funding in accordance with Scottish Government requirements.
- Recording and coding of Learning Fund invoices.
- Providing relevant information to SUL staff, SUL Board, union Project Workers, Union Learning Reps and external partners in relation to the Learning Fund and other funds.
- Providing support for any monitoring checks, verification, compliance and audit visits required for the Scottish Government.
- Preparation of regular training provider and SUL reports.

- Liaison with the Admin & Funding Assistant, Highlands and Islands, to ensure a consistent approach to the recording of information and appropriate audit trail of records.
- Liaison with the STUC Finance Team as required.  
Preparation of minutes and papers for meetings as required.
- Work with other SUL staff to organise and deliver SUL conferences and events.
- Upkeep and maintenance of electronic distribution lists.
- Any other duties appropriate to the post as may be determined by the Director of Scottish Union Learning.

## **PERSON SPECIFICATION**

### **The following criteria are essential:**

- Educated to Higher level or SVQ level 3 (SCQF level 6 and above).
- Ability to work on own initiative, requiring minimal supervision.
- Ability to communicate effectively with a range of organisations and individuals.
- Proven experience of working with financial systems preferably in an audit environment.
- Ability to prepare financial returns in relation to claims.
- Good interpersonal skills and commitment to team working.
- Highly developed administrative, IT and data entry skills.
- A good working knowledge of Microsoft Excel.
- Ability to undertake a range of administrative duties.
- Commitment to the Trade Union movement and appreciation of the role of the STUC and value of skills and lifelong learning.

### **The following criteria are desirable:**

- Experience of implementing procurement procedures.
- Experience of working with colleges and other learning providers.
- Ability to operate a range of office equipment.