



Job Title: **Claims, Audit and Compliance Administrator (Fixed Term) – Provider Improvement Fund**

Salary / Conditions: **£26,580 (Fixed Term Full Time Contract to September 2022 with possible extension to December 2022 with 25 days annual leave per annum pro rata)**

Responsible to: **Chief Executive Officer**

The Provider Improvement Fund

Working in conjunction with the Liverpool City Region Mayoral Combined Authority and funded by the European Social Fund (ESF) and Strategic Investment Fund (SIF) through the Liverpool City Region Skills and Apprenticeship Hub project, GMLPF is managing the Provider Improvement Fund.

The Provider Improvement Fund has been designed to provide a comprehensive programme of training and development support to locally based learning providers operating in the post-16 learning sector. It has been designed to bring about a number of key improvements including:

- Improving the quality and delivery of learning programmes locally
- Supporting the growth and development of learning providers and their learning programmes
- Supporting the post-16 sector to adapt to change and become more responsive through training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above

To support the delivery of the Provider Improvement Fund, Greater Merseyside Learning Providers' Federation wishes to appoint a Claims, Audit and Compliance Administrator on a fixed term basis to the end of September 2022. It is possible that the contract will be extended to December 2022 although this is subject to a funding decision.

The Claims, Audit and Compliance Administrator post is part funded by European Social Fund and Strategic Investment Fund and will support the CEO to deliver a fully compliant programme of CPD to learning providers locally.



Job Description –

- Liaise with suppliers who have successfully tendered, via procurement exercises, to clearly explain claims, audit and compliance requirements
- Oversee and audit all supplier paperwork to ensure that we meet the audit and compliance requirements of the LCR Mayoral Combined Authority and its funding requirements (predominantly ESF)
- Manage an audit schedule of activity to ensure that compliance checks are undertaken on programme files
- Follow up any supplier related audit issues and ensure that an issues register is maintained and resolved
- Support the production of claims in line with an agreed claims schedule along with supporting evidence to facilitate the timely and full payment of such claims
- Ensuring all files for contracts, suppliers and learners are full and compliant - this will include the creation of these files when necessary.
- Maintain a participant database and both a hard and digital library of programme document and evidence – involving establishing and maintaining a Drop Box library
- Supporting the full contractual delivery and wind down of the project
- Carry out any other duties requested by the management to fulfil the needs of the business.

Essential & Desirable Skills

- Audit qualification or extensive experience
- Excellent Maths English and ICT skills
- Excellent communication skills
- Excellent time management skills
- Ability to promote contractual requirements across the business in a timely fashion and inspire others to maintain requirements
- Excellent reporting skills.
- Knowledge of a range of contractual requirements
- Outstanding communication skills
- Ability to be agile and flexible
- Problem-solving aptitude
- Resilience skills and ability to inspire this in others
- Innovative thinking skills
- Passionate about company development and stability
- Team orientated
- Results orientated



- Ability to recognise risks and plan and monitor improvements
- Ability to prioritise workflow
- Outstanding organisational skills
- Ability to work with others to ensure timely completions
- Knowledge of the learning sector would be desirable

Greater Merseyside Learning Providers' Federation (GMLPF)

Greater Merseyside Learning Providers' Federation is an industry body that brings together some 70 member organisations who are learning providers from across the further education and post-16 learning sector. Members include learning providers from the Private, College, VCS, Local Authority and Awarding Organisation sectors.

GMLPF is a small yet dynamic organization delivering a range of services to members and learning programmes. We offer an attractive and friendly working environment and are open to flexible working.

Terms and Conditions

The role of Claims, Audit and Compliance Administrator is offered on a fixed term basis from 1 November 2021 to 30th September 2022 (with a possible extension to 31st December 2022). The normal place of work will be GMLPF's offices in Liverpool. The role is a full time role working 5 days a week (37hours per week)

The position attracts a competitive salary of £26,580 per annum pro rata along with contributory pension scheme (the employer will contribute 3% pension into the company's NEST scheme to match employee contributions) and 25 days per annum leave pro rata

Applying for the Role

GMLPF wishes to receive CVs from interested applicants along with a supporting letter of no more than 2 sides of A4 outlining their knowledge, experience and suitability for the role. GMLPF is keen to receive applications from individuals who have project management, administration, audit and compliance experience of ESF or similar skills projects.

GMLPF is an equal opportunities employer and offers a fully accessible working environment. We are keen to invite applications from applicants from under-represented groups and communities.

Individuals wishing to know more about the role should contact ian@gmlpf.net in the first instance



Closing Date for Applications

Individuals applying for this position should e-mail their covering letter and CV to ian@gmlpf.net or post the documents to

Ian Lomas, CEO
GMLPF
1st Floor Ayrton House
Commerce Way
Parliament Business Park
Liverpool L8 7BA

By 5.00pm Monday 18 October 2021

Interviews

It is anticipated that interviews will take place week commencing 25th October 2021

APPROVED