

LOCAL PARTNERSHIPS JOB DESCRIPTION

Job Title	Programme Administrator
Responsible to	Head of Finance
Location	London – Office-based
Last Reviewed	August 2018

JOB PURPOSE

- To provide administrative and coordination support to both the programme management and leadership teams
- To centrally coordinate costs and ensure efficiencies.
- To assist in the smooth and effective running of programmes by working with the relevant Programme Directors and Project Directors
- Contribute to the financial monitoring of programmes and aide in the production of management information

PRINCIPAL ACTIVITIES

Programme Support

- Provide support to relevant Programme Directors in all aspects, including monthly reporting, day to day administration and co-ordination of resources
- Support in the provision of financial management and time reporting to programme directors on a regular basis
- Coordinate the preparation and administration of contracts with clients, ensuring up to date documentation is provided and stored correctly
- Co-ordinate contracts with third party associates and suppliers, including ensuring all supporting documentation is stored and maintained
- Co-ordinate programme-related events (network groups, training etc.)
- Support the Project Lead with preparation of an agenda, liaison with the client, venue arrangements, delegate registration and responses, pre and post event management, etc.
- Where appropriate attendance at the event may be required to include note taking, distribution and collate feedback from delegates

Financial Management & Administration

- Support Head of Finance in the provision of monthly income and expenditure information to be used in the corporate management accounts
- To prepare and distribute client invoices to agreed timescales, liaising with project leads to expedite payment.

- Prepare purchase orders and manage purchase invoicing for programme related costs, including use of associate
- Co-ordinate the setup of new suppliers

Costs Management

- Centrally manage and co-ordinate the accommodation and travel needs of the business
- Be the first point of contact for the travel booking system
- Review coding and reporting of all travel expenses
- Identify and implement efficiencies where possible

Office Administration Support

- handling inbound customer enquiries (phone and e-mail) and escalating to relevant team members
- provide general administrative and clerical support including mailing, scanning, and copying to management
- provide some calendar management, where appropriate, including booking meeting rooms for leadership team
- support new starter induction process

General

- Undertake other tasks that from time to time as may be allocated to the jobholder that are appropriate to the level/grade of the job
- Assist Local Partnerships meet its commitment to provide equal opportunities and encourage diversity in employment and related policies
- Comply with all relevant Local Partnerships policies and procedures, including those relating to Health and Safety, Data Protection, IT usage, etc.

PERSON SPECIFICATION

- Good organisational skills and attention to detail
- Ability to resolve administrative problems and multitask effectively
- Ability and willingness to work flexibly
- Self-starter with the ability to identify what requires doing and the enthusiasm to see tasks through
- Good communication skills, both verbal and written, dealing courteously with both external callers and internal employees
- Ability to understand instructions and ask questions
- IT skills across the Microsoft Office suite