

LEADER Programme Claims & Compliance Administrator

Reporting to

The LEADER Programme Co-ordinator.

Job purpose

To oversee and process grant claim documentation and drawdown of administrative funding for the company under the LEADER Programme.

Contract type

Contract to 31st December 2023 with potential to extend, subject to continued government funding.

Benefits

This is a full time position, 35 hours per week. The salary for the position is €36,335. Hybrid-working is an option following successful completion of probation period.

Main Duties & Responsibilities:

- Overall responsibility for the accurate and timely checking and processing of grant claims, ensuring compliance with programme operating rules.
 - Completing compliance checks on an average of 70 claims annually.
 - Inputting and uploading all documentation to a national CRM system and maintaining related paper based files.
 - Responsible for compilation and issuing all claims guidance, compliant with programme operating rules and government circulars. Providing user-friendly one to one guidance to applicants throughout the grant drawdown process.
 - Monitoring of all claims to ensure payments are processed in a timely manner.
- Administrative management of grant contract changes, extensions and de-commitments. Responsible for associated documentation and CRM updates.
- Processing of monthly administration budget returns:
 - Collation of monthly company invoices and quotes that include LEADER expenditure.
 - Compliance checks on all invoices to ensure appropriate procurement is applied.
 - Completing a bank reconciliation for monthly expenditure.
 - Inputting and uploading of all expenditures and associated documentation to a national CRM system.
- Reporting:
 - Maintaining performance records with all associated claims data.
 - Production of programme performance reporting on a needs basis using CRM and Excel.
 - Preparation of all meeting paperwork for programme committee meetings including reporting and preparing proposals for presentation by programme co-ordinator.
- Organisation and administration of internal and external LEADER Programme meetings, including minute taking.
- Additional duties that support the effective delivery of the LEADER Programme in County Wexford.

Skills, Qualifications & Experience

Essential:

- A FETAC level 5 or equivalent qualification in administration, business or other relevant area.
- A minimum of four years' experience in an administrative role.
- Excellent IT skills: experience in the use of the following MS applications: Word, Excel, Outlook, PowerPoint, Silverlight and Publisher. A high proficiency in the use of MS Word is essential and a mid-level proficiency in the use of Excel.
- Oversight of a programme's/project's administration with evidence of actions taken to review processes, identifying improvements and effectively implementing changes;
- Experience of processing large quantities of detailed information with the ability to decipher, understand and evaluate, ensuring accuracy and attention to detail.

Desirable:

- A third level qualification in administration, business or other relevant areas.
- An understanding of and experience in public procurement.
- Experience overseeing monitoring and/or compliance of programme administrative requirements, as set out by an external body/state agency/European Union.

Core competencies

- Excellent organisational skills with the ability to multitask.
- Ability to work on own initiative, focusing on positive results and the best outcomes for the job/programme.
- Excellent attention to detail.
- Strong analytical skills with a view to resolving problems and improving quality/efficiency.
- A good team player with excellent written and verbal communications skills and the ability to apply these skills to provide an applicant focused service.