



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Admin and Compliance Officer</b>
<b>Responsible To:</b>	Project Team Leader (Aspire Adult Employability Programmes)
<b>Salary:</b>	£18,500 - £19,000 pro rata
<b>Hours:</b>	18.5 hours per week (days to be agreed) Fixed term until 31 March 2023
<b>Benefits:</b>	<p>Oasis Community Housing (OCH) operates a contributory group personal pension plan and in accordance with the Pension Act 2008, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2% of their salary. The employer contribution is currently set at a contribution of 7%. Pension contributions will be in line with pension reform legislation and full details will be provided to you by the Finance Dept.</p> <p>25 days holiday per year pro-rata, plus statutory holidays, increasing to 30 days per annum pro-rata after 2 completed years' service</p>

### **Job Purpose:**

As an Admin and Compliance Officer, you will undertake a claims, compliance and administration role to support the team with the effective delivery of the Moving On Tyne and Wear Employability programme, working closely with the team of Navigators at Oasis Community Housing, the finance team within Oasis Community Housing and the prime contractor-MOTW. You will be responsible for ensuring that administration and financial evidence is accurate and complies with European Social Funding/The National Lottery Community Fund requirements. You will also provide administration support to the MOTW team at Oasis Community Housing.

## **Organisation Context:**

Moving On Tyne & Wear (MOTW) is joint-funded by The National Lottery Community Fund and European Social Fund, and aims to support people with a range of complex needs across Tyne and Wear to move towards or into training and employment. Through the MOTW programme Oasis Community Housing works with people who are a long way from the job market and face health barriers to access employment, proactively working to reduce the barriers people face.

Oasis Community Housing is a Christian charity responding to homelessness and disadvantage working with people of all faiths and none, providing housing, employability support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

## **Duties & Responsibilities**

**Working in a variety of ways both remotely and face to face as appropriate**

- Maintain accurate administration records, and ensure the confidentiality of information about clients, staff and the business in accordance with GDPR requirements and organisational policy and procedures
- Provide administration support to the Oasis Community Housing MOTW team
- Support the team with the provision of monitoring information and statistical data and accurate monthly financial returns
- Collect and verify evidence to support the monthly claim e.g. from staff timesheets, mileage forms, salary information and expenses
- Support the Team Leader with financial monitoring and administration of petty cash
- Accurate data input into relevant Management Information Systems
- File and store documents relating to the claims according to the European Social Fund rules and be responsible for archiving of files
- Support internal and external audits
- Work as part of a team, attend team meetings and participate in staff training and development
- To work as part of a wider employability team within OCH, attend team meetings and participate in staff training and development
- Work within OCH's policies and practices
- To represent the ethos of the organisation to participants and professionals
- To undertake any other reasonable duties as required by OCH

*Moving On Tyne & Wear is joint-funded by The National Lottery Community Fund and the European Social Fund, as part of the Building Better Opportunities programme*

## **Personal Specification/Key Competencies**

### **Qualifications:**

- Relevant qualification to NVQ 3 or equivalent experience in a similar role(essential)
- Experience of working within financial systems and processes (essential)

### **Knowledge and Experience:**

- Understanding of financial monitoring-including petty cash and budgets (essential)
- Experience of working to quality assurance systems and audit compliance (desirable)
- Willing to work collaboratively (essential)
- Attention to detail and high levels of accuracy (essential)
- Experience in the use of ICT (Microsoft Word, Excel, PowerPoint, Databases) (essential)

### **Competencies:**

- Be able to manage time and resources effectively (essential)
- Be able to work well independently on own initiative but also as part of a team (essential)
- Be able to relate well to people of all backgrounds and cultures (essential)
- Ability to be flexible and adaptable (essential)
- Have excellent communication skills (essential)

### **Motivation:**

- Non-judgmental approach to all (essential)
- Be committed and enthusiastic (essential)
- Be in sympathy with the ethos and values of Oasis Community Housing (essential)

### **Contacts and Relationships**

- Positively engage with colleagues and act as an advocate for the organisation
- Demonstrate a willingness to support and help others
- Be open and friendly with people you come into contact with, developing positive relationships
- Demonstrate compassion, empathy and understanding with contacts
- Treat all people with respect and dignity, dealing with them fairly

### **Personal development**

- To engage in supervision, training and personal development arranged through Moving on Tyne and Wear, OCH or other appropriate providers