Indeed Job advert

Contracts Admin

Provide efficient responsive administrative support to the project team, prioritising work effectively and as directed by the Project Manager.

Provide responsive telephone and email support, ensuring DWP referrals are picked up promptly, channelled to the appropriate colleague and ensuring they are acted upon. You will also record these referrals on our data systems.

You will also be the first point of contact for all DWP queries.

Liaise closely with finance, compliance and other business colleagues to support with data recording and monitoring, ensuring data is sent to our commissioners promptly and correctly.

Take responsibility for filing, record-keeping and business systems including supporting timely and accurate completion, working closely with colleagues and other members of the delivery team and to travel where necessary to complete tasks within your role.

Input paperwork and records onto the Cognisoft database, ensuring participant files are being updated with evidence of activity and outcomes

Undertake initial quality monitoring and checks to ensure that records and files are adequate and meet the project requirements, chasing actions with other team members and escalating any concerns or issues promptly to the Project Manager or relevant Team Leader

Make recommendations for continuous improvement to enable greater efficiency and effectiveness to further strengthen our system

Support the generation of reports, returns, claims and the conduct of audit, and the implementation of actions arising from these as required

Apply Landau policies consistently including in respect to GDPR and record keeping, confidentiality and use of personal information, and supporting compliance with funding and contractual obligations

Provide flexible support to the wider business as reasonably required, fulfilling occasional alternative duties as requested, so that expertise is deployed to meet business priorities at a level consistent with those outlined in this job description

To contribute actively to team and departmental meetings as required

To promote the charity in a positive and professional manner, acting as an ambassador for the charity

To provide management information, professional intelligence and other support to organisational staff and the Charity CEO as required

Expected start date: ASAP

This is a fulltime, fix term role till

Please complete a Landau Application form which can be found on the Landau website and return to:

Nicki.Ulloa@landau.co.uk

Caroline.richardsons@Landau.co.uk