

## What you will do

The role will provide comprehensive financial administrative support to the Programme Manager for the Supported Internships programme. The role will provide financial and operational support and be responsible for the accurate monitoring and reporting of all finances for services within the London area.

Coordinating and administration tasks will include (but not be limited to):

- raising invoices
- processing application and claims paperwork for Access to Work and Element 3
- inputting data on central databases (including finance data and use of learner management system), monitoring monthly timesheets submitted by each service
- keeping up to date information on training and compliance for the team
- keeping up to date and accurate data for reporting purposes.

## About you

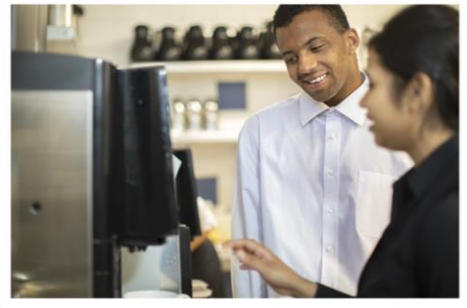
Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## What you will bring

- A calm, methodical approach to problem solving
- A friendly and approachable manner
- A willingness to get stuck in and be a team player
- An eye for detail

## Your knowledge & experience

- Experience of working with people with a learning disability
- Experience in financial administration in an education setting
- Experience of using Outlook to support with diary management
- Experience of multitasking while working to tight deadlines
- Experience of Microsoft Office programmes
- Knowledge of, or demonstrable willingness to learn about the key issues relating to people with a learning disability



## More information about the role

The role will be a vital part of our busy and vibrant Supported Internship teams. The role will line manage local administrators to provide high quality support to local teams in an organised and timely manner.

Close monitoring of financial claims will be a large element of the role to ensure we are able to claim the correct amount of funding to support the running of the programme. A good eye for detail will be beneficial in the role as well as the ability to juggle multiple priorities, problem solve and gather and disseminate information accurately and efficiently.

## Skills & Abilities

(essential)

- Ability to develop and maintain effective working relationships at all levels within and outside an organisation
- Strong organisation and communication skills
- Ability to summarise and communicate complex information to a broad range of audiences
- Ability to manage a workload to meet deadline and targets

## How to apply

Please apply with an up-to-date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information, please contact our Recruitment Team on 01733 246699

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

## Who you can expect to work with

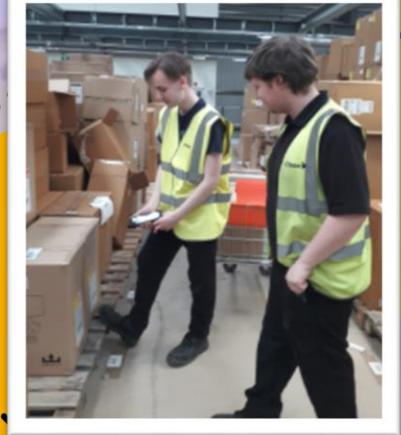
Local  
authorities

Employment  
team  
colleagues

Funding  
organisations

Local  
administrators

Mencap's  
finance  
teams



## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will have a genuine passion for changing the lives of young people and supporting their transition into work.

We are  
**Inclusive**  
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.

We are  
**Brave**  
we challenge  
and try new  
things

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with challenges.

We are  
**Positive**  
in our work  
and with each  
other

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.

We are  
**Kind**  
to everyone

You will be kind, supportive and encouraging to everyone you interact with.