

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
PROJECT ADMINISTRATION OFFICER

Reports to: Head of Projects

Purpose: To provide administrative support to the Project Management Office (PMO).

Responsibilities

1. Assist with the preparation and submission of claims for all grant funded projects, including invoices, timesheets, travel and expense recording.
2. Develop a basic understanding of various funder rules for all grant supported projects.
3. Administer and update the PMO team task lists to ensure targets are met and team members complete tasks in a timely manner.
4. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient project financial management.
5. Ensure procurement is carried out in adherence with EMEC procurement procedures.
6. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
7. From time to time carry out other assignments which may differ from the above as instructed by the Head of Projects. Day to day tasks will be assigned by the Programme Finance and Procurement Manager.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – a good all-round education.

Desirable – an administration or accounting qualification.

Skills & Knowledge

Essential – IT literate user of MS Office packages

- a good understanding of office systems and procedures
- excellent communicator by telephone, E-mail and print
- strong and proven organisational skills with the ability to prioritise workloads and manage multiple tasks in order to meet deadlines
- strong customer focus.

Desirable – familiar with accounting software package

- interest in renewables.

Personal Attributes

Essential – organised, disciplined administrator

- ‘completer-finisher’
- team worker
- ‘can-do’ approach
- developed social skills are essential within the formal and informal environments you will be expected to represent the Company
- excellent attention to detail and accuracy
- a positive and flexible approach.

Experience

Essential - relevant work experience in a similar role.

Desirable – experience of administering public sector funded projects.

Special Conditions Associated with the Role

None.