



Claims Administrator : Grade: B £19,542- £21,569 per annum. Grade dependent upon qualifications and experience.

Building Better Opportunities Project, Buckinghamshire. Flexible Base.

The Project: 'Building Better Opportunities' in Buckinghamshire targets working with individuals to overcome barriers. The programme aims to support adults and young people in Buckinghamshire to transition into learning or work.

Adviza are the lead partner for the Building Futures project within Buckinghamshire, which is Big Lottery Fund & ESF Funded.

The Role: The Administrator will contribute to the overall success of the BBO project. The main responsibilities will be support the partnership's monthly finance submission process. The individual will be fully funded by ESF & the Big Lottery Fund.

The Person: You will have the passion and commitment to help others. You will be flexible and adaptable to change and be able to provide excellent administrative skills support to the project.

The Organisation: Adviza is a large, vibrant and innovative charity working with people of all ages enabling progression. A strong and enthusiastic partnership network is already in-place across the project area in Buckinghamshire.

Working for us: You will have an exciting, interesting and rewarding opportunity to develop innovative working as you support people overcome barriers and move forward.

For more information about the role: contact Allan Potter, Project Manager: Mobile: 0795 0722 850 or e-mail: allanpotter@adviza.org.uk

For details of how to apply for this post and to access a full job description, please visit our website and click on the 'work for us' section. For queries please contact the Adviza Human Resources Team on hr@adviza.org.uk or 0845 217 1367.

Closing date: 13th April 2018

Interviews will be held on TBC

This position maybe subject to an enhanced DBS check. Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every

disabled candidate who meets the minimum criteria will be offered an interview. The minimum criteria can be found on the relevant person specification in the application pack.

Our Benefits: Adviza offers a competitive benefits package including 25 days annual leave which increases with service, flexible working arrangements and a commitment to employee learning and development.

Organisations to Work For list for the last seven years

Adviza Partnership Charity Number: 1132201