

PROJECT ADMINISTRATOR



HM Government



European Union

European Regional
Development Fund

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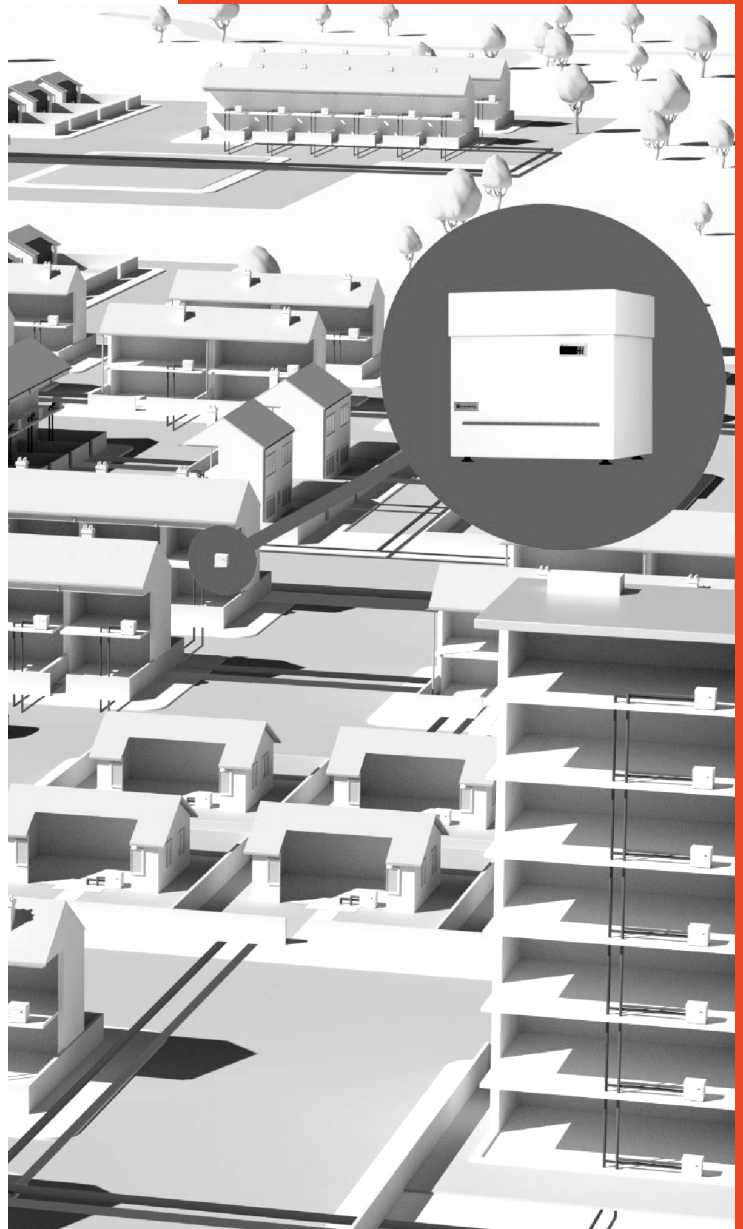
Responsibilities

SUMMARY

Kensa Utilities Limited has been awarded ERDF grant to part fund Heat the Streets, an £8.8 million project in Cornwall. We will demonstrate how electrification of heat on a street-by-street basis using a district heat network with ground source heat pumps can achieve the UK's net zero target whilst maintaining low running costs and avoiding national grid upgrade costs.

We will install GSHP connected to a district heat network owned and maintained by KUL, transforming how Briton's heat their homes and delivering a 21st century alternative to the gas grid.

Project beneficiaries will include 250 new build properties, 75 social housing retro-fit and 175 private retro-fit homes.



OVERVIEW

As Heat the Streets Project Administrator, you will be the backbone of the project. Your organisational skills will help keep us moving and keep the money coming in.

- Prepare grant funding claims along with all required supporting evidence.
- Report on spend and financial projections to Project Manager
- Keep track of Kensa employee timesheets, costs and overheads to track project expenditure.
- Collate and track sub-contractor invoices and expenditure
- Maintain records with care to ensure audits run smoothly

The role is part-time (three days a week) for an initial contract period of two years.





BENEFITS

To facilitate your success as Heat the Streets Project Administrator, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenge and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to the safeguarding of our environment, saving the planet one heat pump at a time.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential - we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

- Competitive salary: £19,000- £25,000
Dependent on qualifications and experience.
- Pension: Automatic enrolment into Kensa's company pension scheme.
- Holiday: 20 days holiday (plus bank holidays)
- Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office-based.
- Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.
- Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.
- Health: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.

REQUIREMENTS

EXPERIENCE

At least 5 years in a similar role with comparable goals and responsibilities, or a role with transferable skills and responsibilities.

Experience with ERDF, audit or public sector finance preferred.

CHARACTERISTICS

ERDF rules are strict, you will demonstrate the organisational skills necessary to build records evidencing compliant branding and procurement of design services.

You aren't afraid to speak up and share our own opinion on how you think we can achieve our targets.

You're creative and willing to try all avenues to get our message heard but you don't try to reinvent the wheel.

You can manage a busy workload, asking for help when you need it and find the most efficient solution to the problem.

SKILLS

- You are great with finances and can create accurate reports and projections
- You are highly skilled in IT
- You are good at nagging people to get the evidence required for the claim
- You've already come to terms with the fact that being just 1p out in the claim is going to be a problem so you watch all the pennies
- You can collate detailed records covering the spend process from procurement through to payment and present them for audit
- You are familiar with public procurement rules
- You demonstrate amazing attention to detail
- You can keep detailed and organised records with good file structure and naming conventions

RESPONSIBILITIES

As Heat the Streets Project Administrator, you will manage project data and collate information for claim, reports and audit.

You will support the Project Manager in tracking progress through spend and in creation of financial reports.

You will help organise file structure and naming conventions so information is never lost.

Workbase

This role will be based at Kensa offices in Truro.

REPORTING STRUCTURE

- Reporting to the Project Manager.

- Understand ERDF finance rules and remind the rest of the team how to remain compliant
- Track spend and collate transaction lists and evidence for claim
- Maintain detailed records for audit
- respond promptly to requests from MHCLG for further detail on spend
- report on expenditure and forecast to the Project Manager
- Liaise with employees and subcontractors regarding spend
- Check the detail on any invoices and receipts to make sure they are an eligible cost and in line with procurement rules
- Request updated invoice from supplier if you find an error
- Help with creation of customer accounts and billing
- create reporting mechanism for project income

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thekensagroup.com/kensa-job-vacancies/

Or send a copy of your CV and a covering letter to:
jobs@thekensagroup.com



This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.