

## Job Description

**Post Title:** **Funding and Compliance Coordinator**

**Location:** **Portland Spencer Conference Centre**

**Salary/Pay Range:** **NJC13-17**

**Hours of work:** **20 hours per week TTO+4 weeks (family friendly hours)**

**Reporting to:** **Tammy Elward**

### **Purpose of Role**

Our apprenticeship provision provides high-quality training to support schools train and retain staff, including teaching assistants and teacher apprentices. We passionately believe that all pupils deserve excellent in their learning experiences and therefore staff need the best training and support possible. This is our core purpose.

The role of funding and compliance coordinator will be to support the apprenticeship operations manager to see the line of sight from the apprentice onboarding process through to end point assessment. This requires all compliance checks to be secure with ESFA funding rules and the accountability framework. As we grow as a provider, we know how important this role is and we welcome a new team member with the skills, passion and commitment to excellence in training. This role will work alongside other administration colleagues within the team to ensure robust processes and systems for the apprentice and employers.

### **Main Duties and Responsibilities**

Specific responsibilities include:

#### **Starting the Learner journey**

- Coordinate all aspects of the onboarding process for apprentices as they start their training provision.
- Compliance check all IAG associated paperwork and use this information to generate onboarding paperwork
- Calculate off the job hours and any funding requirements
- Ensure employer agreements and health & safety checks are in place for all external employers

#### **Supporting the Learner Journey**

- Monitor and reconcile monthly apprenticeship data reports, check for discrepancies and ensure ILR data is correct
- Run, annotate and monitor monthly PDSAT reports
- Responsible for the preparation and submission of error-free monthly funding claims, ensuring timely payments are received for the delivery of all apprenticeships
- Understand and resolve queries on the funding rules monitoring reports (FRMs)
- Process change of circumstances, breaks in learning and updates to training plans and apprenticeship agreements
- Ensure the compliance of the administration of end point assessment

**Supporting Employers**

- Manage the Apprenticeship Service account and support employers
- Work with finance to ensure incentive payments to employers are made within the required timeframes
- Support the wider team with vacancies on Find an Apprenticeship during school holidays

**Leading Compliance**

- Monitor apprenticeship funding rules, implementing updates when necessary and updating onboarding paperwork. Advise colleagues of impact.
- Implement and maintain systems to monitor the quality, accuracy and compliance of the apprentice evidence pack including active learning checks and timely completion of progress reviews to ensure they meet Ofsted and ESFA requirements
- Monitor and reconcile claims payments to identify and resolve any discrepancies
- Ensure each contractual year is closed down accurately and manage the return of R13 and R14
- Continue to be outwardly looking to best practice and bring ideas and challenge as to how we continuously improve our processes and systems.

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- The post holders will be expected to use all Trust standard computer hardware and software packages where appropriate.

The nature of the Trust year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
- Good standard of education especially with regard to literacy and numeracy skills.	Y	
- GCSE Maths and English grade C or equivalent	Y	
- Experience of using management information systems (MIS)	Y	
- Experience of managing financial budgets and conducting internal audits		
- Experience of submitting funding claims to DfE (formerly ESFA) and conducting internal audits		Y
- Experience in the use of PDSAT	Y	
- Experience in using funding reports	Y	
- Experience in reconciling monthly ESFA payments	Y	
<b>Knowledge and skills</b>		
- Knowledge of the requirements of the Education Inspection Framework	Y	
- Substantial and up to date knowledge of ESFA apprenticeship funding and compliance	Y	
- Strong database and spreadsheet skills	Y	
- Exceptional attention to detail, able to identify errors	Y	
- Ability to interrogate data and produce complex reports	Y	
- Able to prioritise and organise own workload, and work accurately to meet deadlines and provide a timely and efficient service	Y	
- Excellent verbal and written communication skills, including report writing and communication with all stakeholders	Y	
- Willing to support colleagues during pressurised and busy times	Y	
- Enthusiastic and committed to providing an excellent service to customers at all times	Y	
- An understanding of the external pressures on schools and their priorities	Y	
<b>Personal qualities</b>		
- Excellent interpersonal skills with the ability to maintain strict confidentiality	Y	
- A diplomatic and patient approach	Y	
Highly motivated with ability to work autonomously and proactively	Y	
- Able to follow direction and work in collaboration with others	Y	
- Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	Y	
- Ability to evaluate own development needs and those of others and to address them	Y	
- Commitment to the highest standards of child protection and safeguarding	Y	
- Recognition of the importance of personal responsibility for health and safety	Y	
- Commitment to the Trust's ethos, aims and whole community.	Y	
- Commitment to equality, diversity and inclusion	Y	
- Commitment to their own personal development and CPD	Y	