

JOB DESCRIPTION/ APPRENTICESHIPS RECORDS OFFICER

Global and Lifelong Learning: Finance & Resources

The University of Kent is a leading UK institution with an excellent reputation for outstanding teaching, strong research and international links. There are many new initiatives underway to build on existing strengths, such as Signature Research Themes, the Institute for Cultural and Creative Industries and the Kent and Medway Medical School.

The University is continuing to look to the future whilst responding to sector-wide challenges. Kent has set out a vision and strategy that builds upon strong foundations in education, student experience and research, embracing flexibility and growth to ensure a sustainable future for our community, and to enable the University to further its position and navigate these challenges successfully.

As part of this, we're reshaping our operating model to ensure our directorates and academic divisions are effective, efficient and focused sharply on delivering the University's ambition to be a leading civic university; delivering an outstanding student experience, outcomes, and world-leading research.

Job purpose

The Apprenticeships Records Officer will oversee Aptem Software usage and associated financial administration and processes within Global and Lifelong Learning (GLL). GLL manages the University's apprenticeship provision.

Reporting to the Finance Manager, the role holder will provide professional and comprehensive financial support enabling senior management to make informed decisions. The role holder will also work closely with the Finance Manager to ensure that GLL is compliant with the Education and Skills Funding Agency's (ESFA) funding rules and that the Individual Learner Return is accurate and submitted in a timely manner.

Reference:

CSF-601-22

Salary:

Grade 6

Contract:

Ongoing

Full time

Location:

Medway campus

Responsible to:

Finance Manager

Responsible for:

Finance Administrator(s)

Activities: Individual Learner Return, Aptem development and support, financial administration; month/year- end;

Job family:

Administration, Professional & Managerial

Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

1. Provide operational management support to the Finance Manager in close liaison with other staff within the GLL team, ensuring operational efficiency and compliancy with University, the ESFA and other financial regulations.
2. Monitor GLL's financial procedures and processes to ensure they are fully compliant with University guidelines and administered accurately and efficiently. This would include month/year-end; virements and journals.
3. Provide professional financial guidance and advice to staff within GLL on the Education and Skills Funding Agency's funding regulations and the University's financial procedures.
4. Monitor income and expenditure related to apprenticeship income/ILR against GLL's budgets ensuring all activity is appropriately coded and budgets are not exceeded, liaising with the Finance Manager in order to investigate areas of potential over-spend or concern. This will involve the monitoring and reconciliation of all GLL's budgets and preparing financial reports and data required for high-level budget management and analysis.
5. Undertake detailed analysis of GLL's income and expenditure for apprenticeship income via the monthly return for the ILR Crown Return and other Government financial submissions. This will involve producing reports and financial forecasts to inform the Senior Management Team's decision-making.
6. Develop and manage the use of Aptem Software to ensure continuous efficiency, improvement and compliance.
7. Motivate, train and support all staff involved with Aptem and the ILR, providing clear objectives and supervising progress against these, to ensure that staff are appropriately trained to carry out their responsibilities to the required standards.
8. Work closely with the Finance Manager to ensure that the Individual Learner Return is accurate and submitted in line with the Education and Skills Funding Agency's timetable.
9. Work with businesses to ensure accurate records are maintained in the Digital Apprenticeship Service Account (DAS).

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

1. Maintaining accuracy when dealing with financial data and ensuring excellent attention to detail when processing payments or processing the ILR. Ability to identify discrepancies and resolve them within Aptem and key University systems, in consultation with colleagues and external organisations.
2. Deciding what is, or should be, a priority, using knowledge of the regular financial reporting cycle and requirements to prioritise work. The role holder will be expected to work autonomously with minimal guidance from the Finance Manager.
3. Ongoing familiarisation with external regulatory requirements and University financial and compliance procedures.

Facts & figures

The Apprenticeships Records Officer will be dealing with high volumes of financial administration associated with the ILR submission and will therefore need to manage peaks in workload.

Their work will be contributing towards income and compliance associated with Apprenticeship delivery. The Apprenticeships Records Officer will line manage 1 to 2 staff.

Please note: There are a number of busy periods within this role and some degree of flexibility around working hours and holidays will be required to meet planning, year-end and subsequent audit deadlines.

Internal & external relationships

Internal: All staff and students within GLL; professional services staff and divisional staff within the wider University

External: Employers of apprentices, the Education Skills and Funding Agency, suppliers and End Point Assessment Organisations, Aptem Staff

The role holder is expected to demonstrate a commitment to equality, diversity and inclusion; promoting collaboration and positive partnerships, working harmoniously with colleagues, students and other stakeholders of all cultures and backgrounds.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines
- There may be a requirement to work evenings and weekends

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

You will use your financial/accounting knowledge and experience to advise staff on day-to-day financial matters within GLL. You will possess excellent communication and interpersonal skills, with the ability to work as part of a team and build positive working relationships with a wide range of people.

You'll be able to demonstrate the following skills, experience, abilities and personal interests:

Essential	Assessed via
• GCSE English and Maths (grade C/4 or above) or equivalent	A
• Educated to A Level or equivalent	A
• Foundation level financial qualification (e.g. AAT), actively studying towards full qualification, or willingness to undertake; or equivalent	A,I
• Previous experience in a similar finance/IT role implementing financial procedures/new software and experience of answering related queries	A,I
• Ability and willingness to learn new regulations, procedures and systems	I
• Substantial experience and understanding of spreadsheet and database use	A,I,T
• High level of numeracy, accuracy and attention to detail with good IT skills in particular MS Office packages	I,T
• Customer focused approach to work with the ability to deliver a high level of customer service with strong communication skills and the ability to communicate effectively both verbally and in writing	I
• Experience of gathering, analysing data, producing reports and making recommendations for action	A,I,T
• Excellent organisational skills with experience of managing own workload, prioritising as appropriate and effectively dealing with competing priorities	I
• Ability to assess outcomes of work and constantly review processes to improve them	I
• Ability to work independently, within managerial direction, and collaboratively as part of a team, building and maintaining good working relationships	I
• Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research	I
• Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role	I
Desirable	Assessed via
• CLAIT/ECDL or an equivalent IT qualification	A,I
• Recognised accountancy qualification (e.g. ACCA, CIMA)	A
• Experience of Aptem software	A,I
• Knowledge of UBW (Unit 4 Business World)	A,I
• Understanding of apprenticeship funding	A,I

* A - Application; I - Interview; T - Test/presentation at interview stage