

Claims, Compliance & Audit Administrator

Job Types: Full-time, Permanent

Salary: Up to £24,500.00 per year

Location: Barnet, North London

Rewards, benefits & incentives:

- Ongoing professional development
- Work alongside a friendly team of professionals
- Generous annual leave entitlement – 5 weeks plus bank holidays and your birthday off!

Opportunity to make your mark on this training company with ambitious plans for growth.

Are you looking to make a significant contribution to a growing training provider? Learn Plus Us could be the right next move for you.

We're a small but growing team of dedicated individuals offering work-based training and qualifications to those looking for vocational success in a non-academic, lifelong learning environment. We were acquired by the Angus Knight Group in March 2020 a major provider of human services across Australia so you're joining something special.

Reporting to our MIS & Contracts Manager, you'll be responsible for providing compliance checks to ensure all key data and performance measures have been captured at the point of delivery with supporting evidence and then process accurate data entry.

You will play a key role when we undergo compliance visits and external audits. This is a detail driven role, and we are seeking an individual with excellent attention to detail that wants to make a difference.

If this sounds like you, we'd love to hear about why you're the right person for this exciting new role.

The role holder will have responsibility for the following:

- keeping up to date with, and understanding, relevant Funding Rules and compliance communications from the ESFA and GLA and any other funding bodies we may work with in the future.
- full and robust audit for contractual compliance of all evidence and documentation prior to claim.
- providing written reports and follow up actions where non-compliance is identified in a timely manner to ensure that non-compliant paperwork is rectified where possible.

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- data input and submission to the relevant systems and funding bodies.
- storing and archiving learner records within the required systems whilst ensuring that Retention, Information Security and Data Protection policies are adhered to.
- performing various general administrative duties to ensure a smooth and timely process of claims.
- supporting with the production of performance management reports.
- training and coaching for team members to ensure that they are fully supported in achieving the highest possible levels of compliance.

Skills, Experience and Qualifications

Essential

- Experience of using PICS or a similar software solution.
- Experience of ESFA audit, funding rules and compliance.
- Exceptionally organised.
- Attention to detail.
- Effective communication skills; written and verbal.

Desirable

- Experience of leading an ESFA audit.
- Experience of working the Government funding or similar.
- An understanding of Apprenticeships.
- Home location within 5 miles of the office.

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