

## Job Specification – Data and Finance Administrator

### Reports to: Data and Compliance Manager

#### Purpose:

The main purpose of this role is to ensure the accurate and efficient management of data while maintaining compliance with funding regulations and in so doing ensure accurate, timely claims are made. As the Data and Finance Administrator, you will be responsible for checking enrolment documentation and entering data into management information systems, working with the Data and Compliance Manager to facilitate timely claims management. Additionally, you will work closely with the Finance Team to ensure timely invoicing and accurate processing of employer contributions and incentives, while resolving outstanding debts and ensuring compliance documentation is in place. Responsibilities also include monitoring and reconciling apprenticeship data within the Digital Apprenticeship Service (DAS), addressing funding discrepancies, and managing claims for learners funded via student loans.

A key success factor is working collaboratively across departments and particularly closely with the Finance Team. An eye for detail and rigorous approach to quality and compliance will be crucial in ensuring that Learn Plus Us meets its contractual requirements.

The role holder will have accountability for the following:

#### 1. Data Entry & Claims

- Carryout checks on enrolment activity and documentation to ensure compliance with funding rules prior to processing through to data entry.
- Input data accurately onto our management information systems, ensuring data is always up to date.
- Work closely with the Data and Compliance Manager to maintain and develop effective systems for claims management and validation.
- Use systems effectively to ensure that evidence collection and claims preparation activity remains up to date and auditable.
- Timely process any reported change of circumstances, including achievers, early leavers and breaks in learning, on the relevant management information system.
- Work with the Data and Compliance Manager to make contractual and statutory returns to third parties, including the DfE/ESFA and Student Loans Company.

#### 2. Employer Contributions and Incentive Payments

- Work with the Finance Team to ensure that Employer Contribution invoices are raised in a timely manner.
- Ensure Employer Contribution payments are recorded on our management information systems.
- Work closely with the Data and Compliance Manager to reconcile employer incentives payments received and record these on our management information systems.
- Ensure that all required employer incentive documentation is in place to maintain compliance with funding rules.
- Work with Finance Team to ensure employer incentive payments are passed to employer in a timely manner.
- Assist with the processing of invoices and payments for suppliers, learners, and employers.
- Chase outstanding debts from employers and suppliers, following up on overdue payments and working to resolve any issues related to bad debt.

### 3. Digital Apprenticeship Service (DAS) Management

- Monitor and manage the Digital Apprenticeship Service (DAS) to ensure correct funding allocations and employer accounts are aligned with learner records.
- Reconcile apprenticeship data on the DAS against internal records, ensuring any discrepancies are identified and corrected promptly.
- Resolve data locks and funding issues within the DAS, working closely with employers and the DfE/ESFA to resolve funding gaps or mismatches.
- Ensure apprenticeship levy payments are accurately tracked and managed through the DAS.
- Work closely with the Learner Engagement Team to provide support with DAS funding reservations and Levy Transfers ensuring that funding is in place and secure prior to learners starting.

### 4. Student Loans and Private Learners

- Work with the Finance Team to ensure invoices are raised in a timely manner for privately funded learners, ensuring that payment schedules are agreed and adhered to.
- Work closely with the Finance Team to handle any payment queries, missed payments, or adjustments related to privately funded learners.
- Reconcile student loan payments and private learner payments to ensure payment records are accurate and up to date.
- Chase outstanding debts for privately funded learners, following up on overdue payments and working to resolve any issues related to bad debt.
- Oversee the claims for learners funded through student loans, ensuring timely application, receipt, and reconciliation of payments from the Student Loans Company (SLC).

### 5. Quality and Compliance

- Keep up to date with changes to funding rules.
- Keep up to date with our course content to ensure you are able to talk with confidence about the offer.
- Complete work in line with the DfE/ESFA and SLC funding and audit requirements.
- Ensure you uphold the guiding principle of the Equality Act 2010 when working with applicants and employers.
- Deliver a high quality, highly engaging and flexible service that meets and exceed applicants and employer expectations.
- Be aware of our contractual responsibilities for Apprentices and learners in relation to safeguarding, The Prevent Duty and health and safety at work and report any concern you have to the Designated Safeguarding Lead and/or your manager.

## Skills, Experience and Qualifications

#### Essential

- Exceptional organisational skills, including diary management.
- Good attention to detail.
- Ability to manage multiple concurrent tasks.
- Proven track record of meeting deadlines.
- Effective communication skills; written and verbal.
- A passion for learning and development and supporting others to start their learning journey.
- Experience of building and maintaining good relationships with customers.
- Ability to retain information and be able to explain meaning to others.
- Experienced Microsoft Office user.
- English GCSE grade C or equivalent or higher.
- A self-starter - ability to work on own initiative.
- Positive mindset – can do attitude.

#### Desirable

- A good understanding of the Skills and Apprenticeship sector.
- Knowledge of the funding rules relating to eligibility for Apprenticeships and Advanced Learner Loans.
- An awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults.
- A qualification in business administration level 3 or higher.