

JOB DESCRIPTION

Administration Assistant



Department: Audit and Compliance

Responsible to: Audit and Compliance Manager

Accountable to: Audit and Compliance Manager

Location: Mochdre

Salary: £19,725.00, increasing to £20,230.00 on successful completion of 6 month probation.

Hours: 37.5 Hours

About North Wales Training

For over 30 years North Wales Training has been supporting the people of North Wales with career and development opportunities and has raised the prospects of thousands of people and businesses on its own and in partnership with its umbrella organisation Grŵp Llandrillo Menai (GLIM), always keeping step with the times.

It draws on its rich heritage and wealth of experience to offer a comprehensive range of high-quality innovative programmes, training, and job opportunities.

We are delighted to be able offer an of employment opportunities for those who want to work within a fast-paced environment and make a difference to peoples' lives through assisting unemployed individuals back into relevant and sustainable employment.

Recruitment is done in line with safe recruitment practices.

We promote the welfare and protect the safety of children.

DBS checks will be undertaken.

Job Summary

As the Administration Assistant, you will be part of the Audit and Compliance Team and be responsible for auditing the forms for Welsh Government Funded Programmes on various digital platforms and auditing the DWP Restart Programme.

The Role

Check all digital learner file documentation for accuracy prior to input onto the training database.

Carry out comprehensive digital file audits and raise non-conformities as required.

Accurately audit and input monthly learner Reviews on MAYTAS.

Accurate uploading/filing and accessing of learner files including archiving on a regular basis.

Accurate completion of both online forms and paperwork.

General use of Microsoft Word, Excel, Power Point, Outlook and Teams.

General office duties.

Deal with external organisations, e.g. Careers Wales, Jobcentre Plus.

Deal with telephone queries from learners and employers.

Receive and re-direct telephone calls and take messages for onward transmission.

Reception cover for annual leave and sickness.

Take responsibility for, and be held accountable for the security, condition, and the upkeep of your working environment including public areas, classrooms, workshops and all equipment used in the course of your employment.

Ensure the integrity, security and confidentiality of information used as part of your role and prevent access to it by unauthorised persons by both internal and external means.

Manage and record your own professional development in line with the Company's Business Plan and Staff Development Plan.

Promote the commitment to Safeguarding in line with the Safeguarding Children and Vulnerable Adults Policy and Procedure.

Promote Equal Opportunities in line with Equal Opportunities Policy.

Ensure that all matters relating to Health and Safety are carried out in line with Company Policy and current legislation.

Assist in the Self-Assessment process and the achievement of the resulting action plans within your role as Audit and Compliance Assistant.

As appropriate to your role you will work to the Common Inspection Framework, ISO: 9001:2015, Investors in People, ISO 27001 and other quality standards as required by the company and its partners.

Undertake other duties as deemed appropriate at the discretion of the business.

Person Specification

This position requires a person willing and able to take full responsibility for the tasks they undertake.

Essential

The person will need a strong background in administration with demonstrable experience in a range of disciplines.

- Good communication and interpersonal skills, including excellent written and spoken English
- Good working knowledge of IT systems including Database, Spreadsheets and Word Processing
- An eye for detail and compliance
- The ability to prioritise and organise workload
- Be able to work independently and as part of a team
- Be able to use own initiative appropriately and be aware of when it is appropriate to seek guidance
- Administration/Customer Service NVQ Level 2/3
- Relevant IT qualifications to Level 2 or above
- Be willing to undergo a Disclosure & Barring Service check
- Competency with regard to Safeguarding

Desirable

- Knowledge of MAYTAS
- Welsh Speaker

Benefits

- Holidays: 25 days holiday plus bank holidays in your first year of service, increasing to 28 days
- A four-week Induction and Training programme
- Pension Scheme – contribution of 5%
- Enhanced Maternity and Paternity pay following completion of the probationary period
- Laptop to allow remote agile working

Equality & Diversity

North Wales Training is committed to applying equal opportunities at all stages of recruitment and selection, in line with its Equality, Diversity and Inclusion policy in addition to our duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination; to advance equality of opportunity.

North Wales Training is a Disability Confident Leader employer and as such, any candidate with a disability will not be excluded unless the candidate is unable to perform a duty intrinsic to the role, having considered reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.