



Position: Internal Audit & Compliance Administrator

The Childcare Company / Impact Futures is a leading national training provider offering training in Childcare, Health and Social Care, Management, Business Administration, Customer Service and Team Leading qualifications. We currently train over 1500 learners each year that are supported by our passionate and friendly team.

We have an exciting opportunity for a successful candidate to join our friendly busy enrolment & compliance teams. Location of the role is at our head office in Langley with an element of travel to learner/employer business premises and team meeting venues. Therefore, the successful candidate will have a car and hold vehicle insurance that includes business use.

The successful candidate will undertake a variety of duties that will support their team including data input, data checking and file auditing. As there is a significant amount of interaction with team leaders, tutors, learners and their employers the successful candidate will be able to demonstrate an excellent telephone manner with a personality that is interactive, motivating and engaging in addition to basic administration tasks, being organised and self-disciplined with good time management skill.

Internal Audit & Compliance Administrator and Skills

- Previously worked within the Government funded training sector or held an administration role
- Qualified to Level 2 in Maths and English Language (Grade C or above GCSE or equivalent)
- Proficient in Microsoft Office programs particularly Excel
- Whilst not essential previous experience with Pellcomp PICS software an advantage
- Good IT skills and ability to grasp requirements of data systems
- Exceptional communication and customer service skills
- Strong attention to detail
- Excellent time management skills
- Strong organisation and prioritisation skills, and ability to work to deadlines
- Ability to handle confidential information
- Ability to work without supervision
- Ability to multitask
- Ability to be compliant in government funding rules applicable

The successful candidate will have the following attributes:

- Strong work ethic
- Good personal presentation
- Flexibility
- Honesty and Integrity
- Excellent time keeping and personal organisation
- Calm approach
- Embrace online learning
- Motivational and inspiring personality
- Team working, collaboration and co-operation



Salary and Benefits:

- Competitive salary reflective of experience
- 40-hour week
- 32 day's annual leave - Your Birthday is an additional day leave after 1 year of completed service
- Annual full team party
- Monthly staff reward & recognition – evening meal for 2
- Equipment supplied to support role
- Continuous Professional Development
- Career progression opportunities

The Childcare Company / Impact Futures are an Equals Opportunity employer and welcome applications from all suitability qualified persons regardless of their race, disability, religion/belief, sexual orientation or age.

Job offers are subject to a satisfactory DBS check.