

Apprenticeship & Graduate Coordinator

Job Title:	A&G Coordinator	Reporting to:	Employer Services Manager
Department:	Apprenticeship and Graduate Business Unit	Direct Reports:	None
Key Contacts:	Account Managers, Finance, HR, Recruitment, Delivery Team	Location:	Warrington

Job Purpose

To coordinate the routine systems and paperwork generated within the Apprenticeship & Graduate team.

1. Host Employer and Training Provider Contracting
2. Apprenticeship Levy & Employer/Provider Accounts

Key Accountabilities

- Work with the Finance, HR, Employer Services and Delivery teams to ensure that all apprenticeship and graduate contracting and levy documentation is completed and processed to quality standards.
- Work with the Finance team to ensure Co-Investment & other Financial contributions/transactions are identified, invoiced and monitored.
- To generate, issue and monitor Host Employer & Training Provider Contracts, variations to Contracts and review provider contracts.
- Review incoming external training provider/employer contracts and highlight any contentious or potentially contentious content to the line manager.
- Deliver support to Internal and external stakeholders on the Apprenticeship Levy and future funding reforms where applicable.
- Agree ATA Apprenticeship requirements with Skills Account Managers in relation to training requirements, training costs and payment schedules in preparation for DAS inputs and contracting.
- Maintaining accurate and up to date records in line with regulations and produce MI reports.
- To meet personal KPIs set by the Employer Services Manager
- Provide administrative office-based support for the apprenticeship and graduate operation including administration of team meetings, invoicing, SharePoint uploads.

Essential Knowledge Skills and Qualifications

- Previous experience in Training Provider Contracting and Apprenticeship Levy
- Previous experience and attention to detail in preparation of finance schedules
- Self-driven and highly motivated to achieve results
- Ability to work on own initiative and as a member of a team, contributing to the overall team objective.
- Ability to organise own workload, work under pressure and to deadlines



- Excellent administrative and IT skills
- Excellent communication skills
- Experience/knowledge of science-based industries.
- DBS required

Desirable Knowledge Skills and Qualifications

- Previous experience in legal contracting and accounting
- Understanding of Government Bodies, Education and Skills Funding Agency and funding systems
- Experience of delivering excellent service to internal and external stakeholders

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

