

## 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. To support the positive relationships between employers, training providers and Cogent Skills through ensuring/ coordinating effective and efficient contracting relationships
2. To support and guide employers in Apprenticeship Levy & Employer/Provider Accounts

### Key Accountabilities

- Work with the Finance, HR, Employer Services and Delivery teams to ensure that all Flexi Job Apprenticeship (FJAA), 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, check and monitor Host Employer & Training Provider Contracts, variations to contracts and to obtain confirmation on provider FJAA ILR and invoice information is correct, liaising with stakeholders to resolve any inconsistencies and discrepancies.
- Review incoming external training provider/employer contracts and highlight any contentious or potentially contentious content to the line manager.
- Deliver, guidance and support to Internal and external stakeholders on the Apprenticeship Levy, transfers and future funding reforms and ad hoc queries where applicable.
- Agree Flexi Job Apprenticeship (FJAA) 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/employee relations meetings & Invoicing.
- Actioning, updating, and keeping all FJAA records up to date where applicable.

### Essential Knowledge Skills and Qualifications



- Previous experience in Apprenticeships/Further Educations/Training Provider establishments.
- Previous experience and attention to detail in preparation of finance schedules, contracting and Apprenticeship funding and Levy.
- 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 objectives.
- Ability to organise your own workload, work under pressure to meet deadlines.
- Excellent administrative and IT skills
- Excellent communication skills
- DBS required.

## **Desirable Knowledge Skills and Qualifications**

- Experience/knowledge of science-based industries.
- 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.

