

Group Member:		Luminate Group Services	
Job Title:		Audit & Compliance Officer	
Reports to:		Audit & Compliance Manager	
Job Grade	LEG B	Department	Apprenticeships

ROLE SUMMARY:

SPECIFIC ROLE RESPONSIBILITIES:

1. This post holder will specialise in apprenticeship DFE regulatory funding and compliance requirements and ensure adherence to DFE funding rules through comprehensive audits and reporting.
2. The post holder will follow agreed internal processes fostering a culture of compliance, working to an annual cycle of audits and reporting.
3. Showcase your comprehensive understanding of Funding and technical rules. Navigate through the intricacies of PDSATS (Provider Digital Self-Assessment Tool) with finesse, ensuring compliance is not just a goal but a standard.
4. Support data integrity & quality using funding and compliance reports.

CORE RESPONSIBILITIES:

1. This post holder will work collaboratively and closely with management and internal audit teams, you'll streamline processes, foster compliance culture, and contribute to strategic decision-making
2. The post holder will follow internal processes and follow internal audit schedules in line with the DFE financial assurance audit working papers.
3. You will develop, produce and maintain audit reports based on finding, including actions and recommendations for internal and external audiences.
4. You will contribute to the preparation of external audits.
5. You will have a robust knowledge and understanding the mechanics of apprenticeship funding, MIS and data management.
6. You will maintain up to date knowledge of DFE funding rules.
7. Collaborating closely with management and internal audit teams, you'll streamline processes and foster compliance culture.
8. Undertake any other duties as required by the Apprenticeship Audit and Compliance Manager and as may be reasonably expected with the post.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / C
E	Q2. Relevant up to date provision knowledge and recent assessing in the Further Education sector, specifically within apprenticeships.	A / I
D	Q3. A Level 3 or above qualification specifically within Business Administration	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working with an administrative role, working to deadlines and processing of data.	A / I
E	EK2. Understanding of quality assurance processes and their importance in maintaining high standards.	A / I
D	EK3. In-depth knowledge of compliance requirements, eligibility criteria, and funding regulations in the training and education sector.	A / I
D	EK4. Strong background in compliance, quality assurance, and documentation processing.	A / I
D	EK5. Experience of working as part of an audit team, during an internal/external audit specifically reviewing compliance against apprenticeship funding rules.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Effective planning, organisation, and prioritisation skills.	A / I
E	SC2. Excellent written and verbal communication skills with the ability to communicate effectively with students, staff, and stakeholders.	A / I
E	SC3. High level of accuracy and attention to detail, particularly in data processing and compliance checks.	A / I
E	SC4. The ability to work well with colleagues across the organisation and communicate effectively in person or via written communication.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I