



RECRUITMENT PACK

Finance Administrator



FutureQuals



01530 836662



JoinUs@futurequals.com



futurequals.com



One of the UK's **most progressive** awarding and End-Point Assessment organisations





FutureQuals[®]

About Us

We are a forward-thinking, Learner-centric and customer focused awarding and end-point assessment organisation.

As an awarding organisation, we create, quality assure and certificate qualifications. We operate predominantly within the Pre-Hospital Care sector, but also work within Aviation, Care and Education & Training.

We don't deliver the qualifications, our customers the "FutureQuals Approved Centres" deliver them, think of them as schools.

We are also an end-point Assessment organisation, we assess apprentices at the end of their apprenticeship to make sure they have the knowledge, skills and behaviours needed to carry out their job.

Our Mission

To provide Learners, Centres, and Organisations with respected, valued, inclusive and quality assured qualifications and assessments.

Our Vision

We envisage a place in which every Learner achieves their full potential.

Our Values

Visionary
Supportive
Innovative
Professional

Visionary | Supportive | Innovative | Professional



Role Purpose

To provide exceptional administrative support to the Group Accounts Team, supporting with all aspects of accounting compliance. The role offers great opportunity to grow and develop accounting and soft skills.

Location

EMP House, Telford Way, Coalville, LE67 3HE

what3words location:
sculpture.sizes.miles

Working Hours

37.5 hours per week

Monday-Friday

0900-1700

Salary

Starting from £20,000 per annum



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JOB DESCRIPTION

Key Responsibilities

- Managing incoming post and ensuring that queries are allocated to the correct department
- Answering the telephone and responding to email queries in a timely manner
- Managing the Finance inbox
- Maintaining spreadsheets
- Processing learner files using our Learner Management System
- Conducting data cleanses when required
- Creating purchase orders
- Creating sales orders
- Creating delivery & packing notes
- Booking stock into our software system
- Contacting suppliers arranging deliveries
- Sending statements
- Chasing overdue accounts
- Reconciling bank and credit card statements
- Setting up new customer & supplier accounts
- Supporting and participating in internal audits, as part of the self-assessment and quality assurance processes
- Dealing with all customers and suppliers contact effectively and courteously in order to protect and maintain the reputation of the group.
- Demonstrating a high standard and quality of work, encouraging this individually and amongst others.
- Providing general administrative support for other departments when necessary.
- Arranging online meetings, producing meeting minutes and chasing outstanding actions from meetings in a timely manner.
- Ad hoc duties within the UK Finance function, as and when required
- Carrying out any other duties as are within the scope, spirit and purpose of the job as requested by the Senior Management Team

PERSON SPECIFICATION



Values

Visionary

Supportive

Innovative

Professional

Essential Qualifications, Knowledge and Experience

- GCSE education in English and Mathematics (at Grade C or above) or equivalent
- Excellent communication and interpersonal skills both verbal and written with a commitment to managing expectations
- Strong ability to prioritise and manage own workload in a varied work programme
- Experience of maintaining, developing and delivering excellent customer relationships
- Highly analytical and process-driven
- Knowledge of quality systems and processes
- Experience of accurately inputting data on a consistent basis

Desirable Skills and Abilities

- General management qualification
- Experience of working in a regulated awarding body/organisation
- Experience of further education sector
- An understanding of FutureQuals products and services
- Knowledge of professional business environment
- Proven ability to operate as an effective tactical, strategic thinker and planner
- Project management experience
- Experience of understanding differences in opinions, anticipating potential areas of conflict and proactively managing discussions
- Assessing or Quality Assurance qualification

ICT Competency Profile

- MS Office Word - Intermediate
- MS Office Excel - Intermediate
- PowerPoint - Intermediate
- MS Outlook - Intermediate
- Internet Browser - Intermediate
- Sage - Intermediate
- Survey Software - Basic
- Wordpress - Basic
- Online Meeting software (e.g. zoom) - Basic
- SharePoint - Basic
- Polling Apps - Basic
- Digital Forms - Basic
- Mainstream Social Media Platforms - Basic

Key Behaviours

- Having a proactive attitude to work
- Managing a varied workload
- Using your initiative to prioritise tasks
- Able to use accounting software sage 50 accounts professional
- Proficient in working with Microsoft Excel





Benefits

Other benefits of working at FutureQuals include:

- Free on-site parking
- 35 days annual leave (including bank holidays) FTE
- Sick pay
- Free Employee Assistance Programme
- Free access to exclusive discount portal
- Training and development opportunities
- Modern air-conditioned offices
- Electric car charging
- Dog friendly office
- Plus more

FutureQuals is a great place to work.

Here's what some of our brilliant staff had to say in our last Staff Survey

"Continuously looking for new ways to improve the company and further its growth"

"Engages with employees, listen to their ideas and regularly provide feedback"

"Staff motivated to grow and progress professionally"

"Excellent working environment"

"Great atmosphere in the office"

"Friendly team and understanding management"



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Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation. Any appointment will be made on merit alone.



How to Apply



Please send your CV and cover letter to:
JoinUs@FutureQuals.com

Closing date: 19th November 2023



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