



Changing lives through learning

Finance and Resources Administrator

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Introduction

Thank you for your interest in working at Open Awards.

This pack should give you everything you need to know to apply for this role and what it means to work at Open Awards.

In this pack, you will find:

- Our Values
- How to Apply
- Information about Open Awards
- Job Description
- Person Specification

If you would like an informal conversation about this vacancy, you can contact Vanessa Coombes on vanessa.coombes@openawards.org.uk

How to Apply

To apply for this role, please complete the [application form](#) together with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Vanessa Coombes
Open Awards
Estuary Commerce Park,
17 De Havilland Drive
Speke
Liverpool

Email application to:- vanessa.coombes@openawards.org.uk

The **closing date** for applications for the post is 17:00 on **Monday 18th March 2024**.

Interviews to be held on **Friday 22nd March**.

Mission, Vision and Values



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are passionate about our mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledge** and **passion** to react quickly and intelligently to individual **learners' and employers' needs**.

Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. Open Awards is also a regulated End-point Assessment Organisation for a wide range of apprenticeship Standards.

Our qualifications, units, and online courses are used across a range of education settings including Further Education Colleges, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

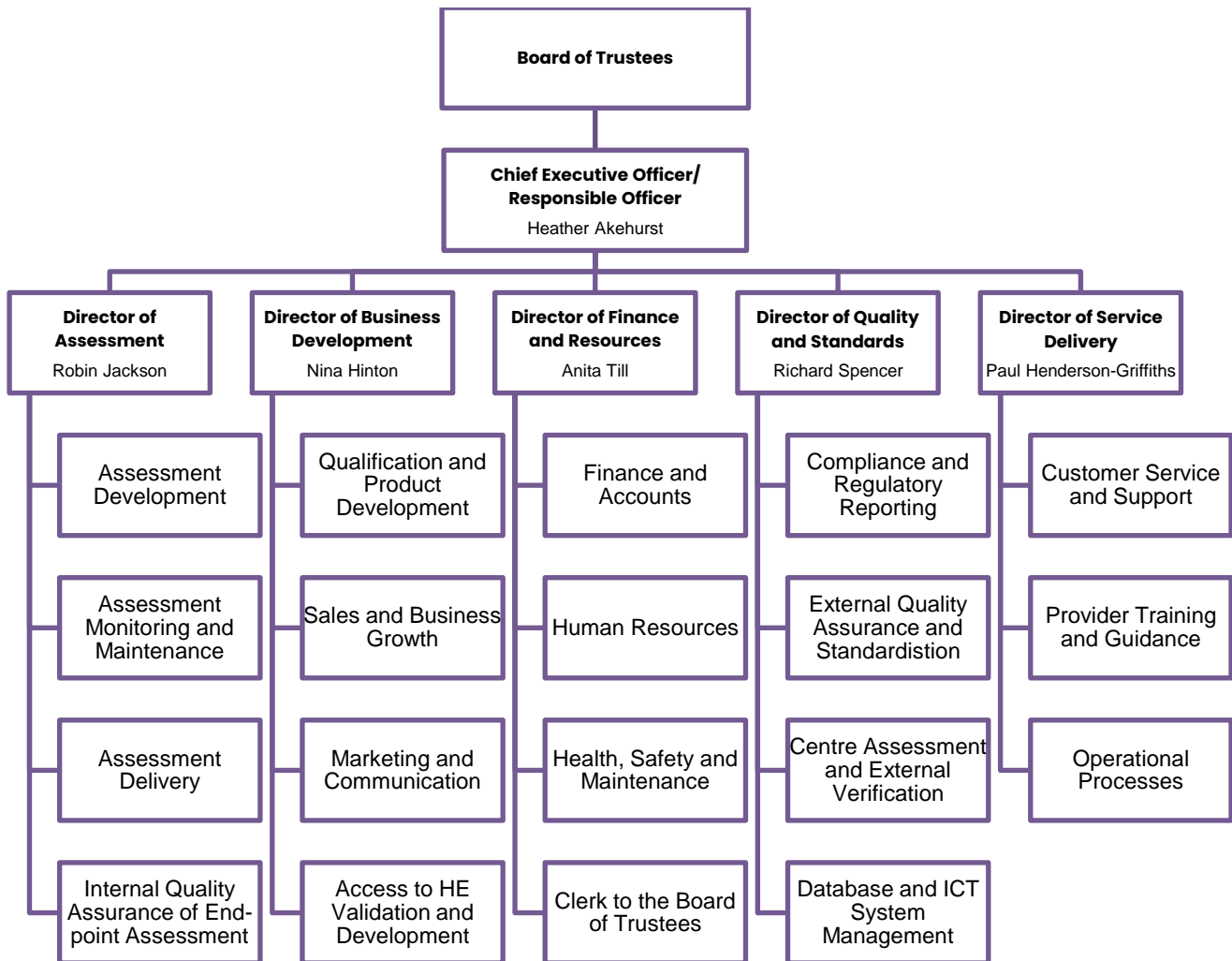
In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

Meeting the Team

The role you are applying for is based within the Finance and Resources team.

We are a small organisation and encourage all teams to work together across the wider structure. As such you will be working, on a daily basis, with a wide range of colleagues across the team structure.



Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and redeployment are based solely on objective, non-discriminatory criteria. In accordance with current legislation and codes of practice we aim to ensure that no employee or prospective employee will be treated unfavourably on the grounds of marital status, gender, age, disability, sexual orientation, race, nationality, ethnic or national origins, trade union membership or activity, political or religious belief and unrelated criminal conviction.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



Safeguarding Statement

Open Awards is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, independent workers, and volunteers to share this commitment.

We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable to the role:

- References
- DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role

You will need to provide details of referees including your current and previous employers, covering the last 5 years. These will not be contacted prior to interview.

All job offers will be subject to the satisfactory completion of pre-employment checks.

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Job Description

TITLE OF POST:	Finance and Resources Administrator
RESPONSIBLE TO:	Finance and Resources Officer
SALARY:	£21,000
STATUS:	35 Hours - Monday to Friday - Permanent

FUNCTIONS OF THE POST:

- To provide efficient and effective administrative support for the finance and resources functions of Open Awards.
- To work with the Finance & Resources Officer in the timely and accurate processing of financial transactions.
- To ensure continuous improvement of Open Awards finance systems and procedures.
- To provide excellent customer service both internally and externally.

MAIN DUTIES AND RESPONSIBILITIES:

1. To monitor the finance email inbox and deal with incoming mail in a timely manner, responding to queries and escalating to colleagues where necessary.
2. To answer the finance telephone line to respond to queries.
3. To carry out processing and issuing of customer invoices on Sage Accounts package, setting up customer accounts and maintaining the Customer Ledger.
4. To carry out processing of purchase invoices in Sage, reconciling invoices with order forms and statements, and maintain Supplier accounts on the Purchase Ledger.
5. To process staff expenses and contractors' invoices accurately and efficiently.
6. To process payments for suppliers and contractors via BACS internet banking.
7. To process other bank payments such as direct debits, bank transfers.
8. To process receipts from customers and other bank transactions daily, allocating income received via BACS, cheque or card to customer accounts.
9. To carry out monthly credit control/aged debtor procedures to ensure timely payment, liaising with customers by email and telephone to resolve any issues.
10. To run monthly invoicing reports from Quartz or Xams databases for approval by Finance Officer or Director of Finance, liaising with Open Awards colleagues from other teams in relation to any identified errors.
11. To liaise with suppliers and customers regarding queries or enquiries escalating more complex queries to colleagues as appropriate.
12. To deal with internal and external correspondence with respect to finance, in a confidential manner.

13. To ensure documentation relating to financial transactions is saved appropriately.
14. To order goods or services as may be required on occasion, under the authorisation of the budget holder.
15. To provide administrative support in relation to Human Resource procedures, as required.
16. To perform general administrative duties including data entry, word-processing, scanning or as required by the nature of the role.

General Responsibilities:

17. Maintain up to date records in the Open Awards database and network drives in accordance with policies and procedures.
18. Carry out any other duties as specified, from time to time by the Management Team.
19. Follow Open Awards procedures accurately and reliably.
20. Present a professional approach
21. To travel to and work from any site that the duties of the job may require
22. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards.

Open Awards Mission, Vision and Values

Our Vision is:

To change lives through learning.

Our Mission Statement is:

To support educational achievement for all learners.

Our Values are:

- Excellence: To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.
- Respect: To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.
- Innovation: To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.
- Aspiration: We strive to be visionary and influential.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Person Specification

Post Title: Finance & Resources Administrator

Note to Applicants: *This Person Specification identifies the criteria required for this post. Applicants should address these within your application.*

Criteria	Knowledge and Skills	Essential/ Desirable Criteria
Qualifications and Training	<ol style="list-style-type: none"> 1. AAT qualification or equivalent. 2. Level 2 qualification in English and maths 	Desirable Essential
Experience	<ol style="list-style-type: none"> 3. Experience of SAGE or similar accounting system. 4. Experience of high-volume data entry into a database. 5. Experience of Excel spreadsheets, Microsoft outlook, word-processing. 6. Experience of book-keeping and monthly management accounts. 7. Experience of dealing with customers. 8. Experience of Human Resources Admin procedures. 	Desirable Essential Essential Desirable Desirable Desirable
Skills/Abilities	<ol style="list-style-type: none"> 9. Have an understanding of double entry, budgeting and costing. 10. Be able to communicate effectively both orally and in writing. 11. Have the ability to work at pace to meet constant deadlines. 12. Be able to demonstrate good administrative skills, accuracy and attention to detail. 13. Have the ability to maintain confidentiality. 14. Have the ability to work unsupervised, be self-motivated and use own initiative to meet agreed targets. 15. Be able to identify and solve problems and suggest solutions. 16. Be able to work as part of a team. 	Desirable Essential Essential Essential Essential Essential Essential
Commitment	<ol style="list-style-type: none"> 17. A commitment to Equality & Diversity. 18. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards. 19. Commitment to customer service. 20. Commitment to confidentiality of sensitive or personal data. 	Essential Essential Essential Essential
Other	<ol style="list-style-type: none"> 21. Willing to undertake staff development activities. 22. Be adaptable, flexible and open to change. 23. Willingness to travel. 24. Subject to a Basic Disclosure check. 	Essential Essential Essential Essential