

Role Profile

JOB TITLE: COMPLIANCE OFFICER	
BUSINESS AREA: PERFORMANCE	PLACE OF WORK: HOME WORKER
TRAVEL REQUIREMENTS (REMOTE, OFFICE BASED ETC.): REMOTE – SOME TRAVEL REQUIRED	SALARY: £24,000PA
<p>JOB PURPOSE:</p> <p>Conduct internal compliance checks and support external compliance visits to ensure that a robust compliance management system is implemented with an output of successful audits and low error rates.</p>	
<p>Key Responsibilities and Accountabilities:</p> <p>Undertake internal audit work to provide assurance that Dimensions Training Solutions and its suppliers comply with internal and external requirements</p> <ul style="list-style-type: none"> • Apply knowledge of both contract and funding guidance accurately • Effective use of data to inform audit planning, sampling and scoping • Prepare audit reports on findings, including control recommendations, to key stakeholders. • Produce clear and concise audit reports detailing findings, recommendations and actions with realistic deadlines • Maintain and update the audit tracker • Ensure all work is delivered to agreed time and cost requirements • Deliver an effective audit schedule to meet contractual and KPI requirements • Assist with the preparation and actions for external compliance visits • Raise awareness and importance of contract compliance by being ‘visible’ and completing audits for all contracts • Maximise profitability of contracts and minimise financial penalties and loss of income by ensuring Learner data is compliant with contractual requirement • Maintain an up to date working knowledge of all relevant and appropriate ESFA funding rules, legislation, standards and procedures • Identify training needs, process improvements and system enhancements for Learner file completion • Assist with the training of staff on ESFA funding rules, contract requirements and processes • Help ensure all staff are kept up to date with contractual compliance requirements, information on contracts and operational issues • Attend Supplier meetings/training events when required • Assist the Audit and Compliance Manager in the delivery of support, training and advice on current funding and contractual requirements to internal and external stakeholders, including Suppliers as required • Assist with the updating of processes and procedures for ESFA funding • Check own work for accuracy and continually look for ways to improve quality of own work and skills 	

- Any other ad hoc duties in line with business requirements

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Experience working in a government funded training organisation
- Knowledge and experience of audit/compliance
- Understanding of government funding rules and paperwork
- Understanding of ESFA funding and have full awareness of audit requirement
- In depth knowledge and understanding of funding rules and processes that drive successful outcomes aligned with the successful track record of leading organisational continuous improvement plans
- Excellent IT and internet use skills, particularly Microsoft Excel
- Clear communication of complicated and detailed issues
- Excellent team building skills and interpersonal skills
- Ability to work to targets and deadlines
- Ability to prioritise work load
- Identification of development areas and recommendation of activities
- Excellent questioning, reporting and listening skill

This position is subject to a satisfactory DBS check and references

DTS are committed to Safer Recruitment Policies, Safeguarding, the Prevent Duty and promoting the welfare of children, young people and adults. We will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst all staff.

In line with being a Disability Confident Leader, your Equality, Health and Wellbeing is important to us. As an employee we expect you to respect not only other employees but clients and learners alike

CLOSING DATE: 31/05/2022

PLEASE SEND YOUR CV TO RECRUITMENT@DIMENSIONSTRAININGSOLUTIONS.CO.UK

ANY QUESTION REGARDING THE ROLE, PLEASE CONTACT KELLY CLUBB COMPLIANCE MANAGER.