

<b>Role Title</b>	Accountancy Trainer
<b>Hours</b>	37.5 hours per week
<b>Directorate</b>	Apprenticeships
<b>Main Work Location</b>	Kiwi Office/Remote worker
<b>Salary Band B</b>	£28,000 to £30,000 per annum (Depending on experience)

## Role Overview

The Accountancy Trainer will report to the Delivery Manager (Apprenticeships).

As part of the delivery team, the Trainer will visit learners in the workplace either remotely or face to face (post Covid-19) and deliver Accountancy Apprenticeships (Levels 2, 3 & 4 depending on experience) and other vocationally relevant qualifications to learners to ensure successful outcomes for the programmes in line with contractual requirements and targets.

The post holder will be responsible for a caseload of work-based apprenticeship learners across Hampshire and the surrounding area and will plan and carry out assessment against National Apprenticeship Standards, ensuring timely achievement of qualifications.

## What You Will Be Doing

### Key Responsibilities and Duties:

- Visiting learners in the workplace/remotely and training and assessing them as part of their apprenticeship programme to ensure the successful outcome for the apprenticeship in line with contractual requirements and targets.
- Prepare, agree, and review assessment plans with each candidate.
- Create learner portfolios to agreed target standards and ensure they are submitted on time.
- Carry out learner visits at least monthly either face to face in the workplace or remotely to provide support.

### Operational:

- Responsible for the achievement of performance KPIs.
- Have a thorough understanding of the policies underpinning apprenticeships and the processes required to comply with the Education and Skills Funding Agency (ESFA) funding rules for qualification delivery.

- Ensure effective communication with other Kiwi Trainers and liaise with the Quality team to ensure items of concern are raised in a timely manner.
- Delivering full Apprenticeship Standards, including Functional Skills (English & Maths) and any associated occupational qualifications.
- Visiting learners in the workplace and training them as part of their qualification to ensure the successful outcome in line with contractual requirements and targets.
- Ensure learners are completed on time in accordance with their end of learning date.
- Motivate, encourage & develop learners while on programme to achieve.
- Prepare, agree and review Training and Learning plans with each candidate. Create learner online portfolios to agreed target standards and ensure they are submitted on time.
- Work with the Business Development team to ensure new leads are identified and enrolled onto relevant courses.
- To ensure that the online diary system is up to date and that the Delivery Manager is update with day-to-day activities.
- Supply good news stories of learners passing their courses to the Marketing Manager.
- Efficient and effective operation of the apprenticeship delivery process in line with Kiwi's policy relating to quality and the requirements of the awarding body representatives.
- Carry out interim and exit reviews with all learners as required.
- Promote apprenticeships internally and externally. Maintain knowledge of funding streams and eligibility criteria.
- Undertake Health and Safety checks for learners on programme if required.
- Attend and participate in meetings within Kiwi, as required.

### **Quality**

- Ensure the apprenticeship quality is delivered to an OFSTED grade 2 minimum standard which is reflected in internal assurance ratings.
- Ensure all qualification documentation is inputted correctly and in a timely manner into the Kiwi administration team.
- Responsible for the Health and Safety of self and others in the team and adhere to Kiwi's Health and Safety Policy.
- Preparation of management information as required.
- Effective quality management and improvement.
- Effective teamwork and timely management.

- Ensuring Safeguarding of Learners.
- Promoting Equality and Diversity.
- Business focused self-development.
- Development and implementation of new projects or initiatives as required.

### Key Result Areas

- Achieve KPI targets across all delivery.
- Maintain a grade 2 or above at prime monitoring visits and Ofsted.
- Achieve all financial targets attributed to the programme.

### Our Behaviours

#### Working with Others

Communication & Influence	Communicates & listens carefully and adapts style of communication to suit audience.
Building & Managing Relationships	Develops worthwhile relationships built on trust; able to understand others and respect difference.
Collaboration	An active team member who sees how their behaviour can affect morale and performance levels.

#### Customer Focus

Integrity	Takes responsibility and ownership for their actions whilst delivering on commitments; taking pride in what they do.
Person-centred	Makes the learner a primary focus – shaping their work to respond to the learner's needs.
Embracing Change	Adaptable and flexible when faced with changing demands or needs, remaining focussed on the task.

#### Delivering Results

Results-focussed	Makes suitable and timely decisions involving others when needed, motivated by achievement, and balanced by risk.
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Personal Drive	Motivated to stay with a challenge until a conclusion is reached, working with efficacy and determination.
Innovation	Supports and drives new ideas; develops new insights, questions conventional or traditional methods for improvement.

Person Specification		
	Required	Preferred
Skills & Knowledge	<ul style="list-style-type: none"> <li>Skills in enabling and motivating learners with complex barriers to access and achieve in their learning.</li> <li>Skills and knowledge in handling difficult situations such as defusing conflict between individuals.</li> <li>IT literate and competent in the use of all Microsoft Office programs and internet.</li> <li>Commitment to and understanding of equal opportunities.</li> <li>Strong organisational skills and ability to work to targets and deadlines.</li> <li>Resourcefulness and ability to research information to answer wide range of queries.</li> <li>Excellent written communication skills required for both internal and external correspondence.</li> <li>Excellent verbal communication skills with the ability to communicate at all levels.</li> <li>Ability to manage a varied and challenged workload.</li> <li>Ability to motivate others to achieve KPIs.</li> <li>High levels of problem solving and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Previous apprenticeship delivery/ training experience</li> <li>Skilled in the delivery of functional skills and employability programmes.</li> <li>Knowledge and understanding of 'safeguarding' vulnerable adults and children. Previous apprenticeship delivery/ training experience</li> <li>Skilled in the delivery of functional skills and employability programmes.</li> <li>Knowledge and understanding of 'safeguarding' vulnerable adults and children.</li> <li>Previous apprenticeship delivery/ training experience</li> <li>Skilled in the delivery of functional skills and employability programmes.</li> <li>Knowledge and understanding of 'safeguarding' vulnerable adults and children.</li> <li>AAT or accountancy qualifications preferred.</li> <li>To have good understanding of double entry bookkeeping</li> <li>To have good understanding of management accounting.</li> <li>To have good understanding of preparation of company accounts.</li> <li>Own NVQ/Apprenticeship L2 or L3 qualification would support application but not essential.</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• People management experience</li> <li>• Occupational/Management experience in the proposed delivery sector</li> <li>• Experience of training delivery either one-</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the delivery of government funded programmes.</li> <li>• Experienced in the delivery of Functional skills.</li> </ul>
	<p>to-one or group delivery.</p> <ul style="list-style-type: none"> <li>• Used to working to tight deadlines and to agreed targets.</li> <li>• Experience in a supervisory role.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• High standard of Education</li> <li>• L2 English and Maths qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Own NVQ/Apprenticeship L2 or L3 qualification would support application but not essential.</li> </ul>