



TRAINING & CPD TEAM
VACANCY: COURSE ADMINISTRATOR IN FORENSIC ACCOUNTING.

JOB SPECIFICATION

Department: Training & CPD
Job Title: Course Administrator- Forensic Accounting.
Reference: LCTD/CAFA/23/3
Date posted: Tuesday, 13 September 2022.
Salary: £26,900
Employment Status: Full Time (Mon- Friday) (10am – 5pm)
Start Date: Monday, 9 January 2023.
Reporting to: Director of Studies (Olanrewaju Sharafa)/Training & CPD Manager.

ABOUT LCD

LTD's mission is to remain a highly reputable education provider that creates opportunities, success and futures for everyone. We provide students with the opportunity to progress with their career aspirations. LCTD prides itself as a leading training provider that does everything 'exceptionally' to ensure our staff, assessors, and learners achieve their full potential.

Since March 2016, LCTD has provided relevant, accredited and professionally recognized adult qualifications. The London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities. ASIC is an independent body providing accreditation services for independent, further and higher education colleges.

Awarding Bodies licensed by Ofqual accredit the courses offered by LCTD. These courses are available from RFQ levels 2-8. As an ASIC-recognized training provider, all our qualifications are open to UK residents and international students.

LCTD is currently transitioning towards the actualization of a contemporary and vibrant rebranding that reflects the success and aspiration of our "Greenwood Committee IHE Project 2024." The committee aim to expand the business by maintaining or gaining recognition and approvals that support our international students' recruitment into our (i) Foundation courses, (ii) English Language courses, (iii) Executive Masterclass, (iv) CPD, Endorsed Qualification and Conferences.

LCTD INSTITUTIONAL & EDUCATIONAL PARTENER

London Centre for Training & Development (LCTD) is:

- Fully accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC),
- A Further Education member of UKCISA.
- An accredited agent of:
 - University of Northampton, London.
 - Anglia Ruskin University, London.
 - British School of Marketing International (A registered Student Sponsor Student College).
 - London Graduate School.
 - Global Banking School (GBS).
- A member of the National Network for the Education of Care Leavers (NNECL). LCTD membership of NNECL signifies our commitment to the care-experienced agenda. Care leavers are a priority target of the LCTD strategic mandate.
- A member of the South East London Chamber of Commerce. We are proud to align with the South East London Chamber of Commerce's vision that ensures "South East London continues to thrive as a prosperous and connected community.
- Recognized by Awarding Bodies licensed by Ofqual, including- NCFE, OTHM, HIGHFIELD QUALIFICATIONS, QN UK and endorsed CPD provider for the Institute of Financial Accountants, Institute of Public Sector Management, UK.

LCTD STRUCTURE, MANAGEMENT & OPERATIONS

The senior management team (SMT) is supported by external professionals currently overseas LCTD operations across various activities, projects and initiatives. Our core focus is exporting British education and supporting local businesses and communities through our business and employability team. LCTD's full range of services, units and income streams includes:

- Offering Level 3 Courses in (i) Health & Social Care (ii) Business Mgt (ii) Education & Training.
- Offering Functional Skills English Language qualifications to Local & International students.
- Provide CPD & Endorsed courses in (i) Public Sector Mgt (ii) Forensic Accounting (iii) H & S Care.
- Organizing professional events and conferences.
- Business and Employability services to support local businesses.

The Centre Manager, as well as the senior management team (including the Director of Studies, Managers and external professionals), ensures the smooth operation of LCTD. The core objectives of the senior management team are mainly to build the LCTD brand and reputation so that it can deliver on the provision of:

- English Language and Pathway Qualification;
- Professional and Endorsed Courses;
- Executive Masterclasses and Conferences;
- Professional Membership & International Admission services.
- Business and Employability services;

The teaching, assessment, administrative and business support services of LCTD are carried out at the South-East London location. LCTD adopts an International student recruitment model with the ambition of exporting British qualifications and services.

ABOUT THE JOB

PURPOSE:

As the **Course Administrator- Forensic Accounting**, you will be responsible for providing all the support required by students who wish to enrol on the endorsed forensic accounting course. You will be responsible for driving learners' satisfaction and experience throughout their journey on the LCTD [Level 3 Award in Forensic Accounting](#) qualification.

This role will require you to make phone calls, send emails and meet the students virtually or in person from time to time. You will also support accreditation and endorsement of the course with professional Institute and awarding bodies such as:

- 1) Institute of Financial Accountants (IFA, UK)
- 2) The Institute of Chartered Accountants of Nigeria (ICAN)
- 3) The CPD Certification Services.
- 4) Any Ofqual Awarding Body selected as a preferred choice of the LCTD SMT for endorsement.

You will support the Director of Studies and International Regional Manager in developing partnerships in a predefined geographical area. This will include reaching out and establishing partnerships with private and public sector organizations, universities or international education institutions to offer the forensic accounting course to a broader range of individuals associated with partners.

The purpose of this role is to provide administrative responsibilities which cover a range of duties across the delivery and assessment of the forensic accounting qualification. The successful candidate role shall include, but not limited to, student enrolment, administrative activities and feedback, event registrations and documentation, certificate issuance and dispatching, reporting and evaluation. The position also requires excellent customer skills to deal with prospective student enquiries and liaise with recruitment partners, endorsing bodies and international strategic partners.

OTHER KEY RESPONSIBILITIES WILL INCLUDE:

Responsibilities: As the Course Administrator for the LCTD [Level 3 Award in Forensic Accounting](#), you will support and coordinate the teaching and assessment of the qualification. The role involves providing administrative support to meet the needs of:

- Prospective and enrolled students in the forensic accounting course,
- Endorsing Bodies and Partner Institutions
- London Centre For Forensic Accounting Teaching & Research through outreach, research and conferencing activities (key details of the LCFATR can be found [here](#))

Among other things; your role could involve the following:

- Process applications for enrolment in the Forensic Accounting course.
- Assist with the teaching and assessment of the courses.
- Process and dispatch or upload a certificate for each learner upon completion.
- Working closely to support other team members, answering learners' queries and providing guidance and information.
- Ensuring all communications, including enquiries by email and phone, are replied to accurately and meet quality assurance standards.
- Supporting the Director of Studies and the Training and CPD Manager, including helping with their calendar, meetings, and outreach activities.
- Support the Director of Studies in maintaining a good relationship with Associate and Visiting Professors. This includes scheduling regular standardization meetings to discuss all quality assurance matters linked to the qualification.
- Assist in the planning and executing of London executive masterclasses and the International Conference on Forensic Accounting.
- Prepare and submit quarterly reports of enrolment, teaching, learning, assessment and completion of learners studying the Forensic Accounting qualification. This report would be in agreed format by the Training Manager and Director of Studies.
- Assist with developing and liaising with international strategic partners (private and public sector) and other relevant bodies as may be required from time to time.
- Any other duties relative to the role on an ad-hoc basis as required by the Director of Studies or Training Manager.
- Support the development of collaborative and partnership arrangements with international Institutions such as the Institute of Chartered Accountants of Nigeria (ICAN), Association of National Accountants of Nigeria (ANAN), Institute of Corporate & Public Sector Professionals, Unique Business School, and the Graduate School of Public Sector Professionals.
- Support ongoing or establish new relationships with local and international Partners, Universities and Institutions.

REQUIREMENTS

PRIMARY REQUIREMENTS:

You will be a well-motivated individual with the confidence and ability to work with or without supervision. We expect you to have a high degree of energy and enthusiasm, which you can transmit to support learners' journeys. We also expect you to demonstrate a problem-solving attitude and have the ability and willingness to adapt and develop in the role as the course enrolment increases both in terms of enrolment and region of sales. The post-holder must possess

- Good communication and interpersonal skills
- Administration and events organizing experience
- Self-commitment to Continuous Professional Development (CPD)

(A) Qualification & Experience:

- i. Degree or vocational qualification at a minimum of Level 6.
- ii. Be able to provide an up-to-date criminal record check.
- iii. Membership of relevant professional body.

SECONDARY REQUIREMENTS

*Candidate must be able to meet at least **TWO** of the following criteria (B-D)*

(B) Communication, IT skills and values

Highly effective interpersonal and communication skills (including oral, written/literacy, numeracy, and presentation). Evidence will comprise:

- i. ability to use IT to support students and discharge administrative responsibilities (MS Word, MS Excel, MS PowerPoint, Windows 10 or Mac)
- ii. evidence of the use of e-portfolio for evidence submission and assessment (e.g. Laser System or any other related short-course system)
- iii. ability to translate LCTD values into action

(C) Developing enterprise activities and external links

The ability or the potential to develop valuable connections with businesses to generate enterprise income and networks. Evidence will comprise:

- i. generating consultancy and CPD income
- ii. active professional body membership that can increase the esteem and influence of the Centre
- iii. Significant engagement with external organizations (public bodies/charities/NGOs) increased the Centre's esteem and influence.

(D) Improving the learner experience

The ability or the potential to undertake activities that enhance the wider student experience.

Evidence will comprise the development of initiatives to:

- i. support extra-curricular learner activities
- ii. raise levels of learner satisfaction
- iii. improve levels of learner retention and progression
- iv. enhance levels of learner employability

NOTES TO APPLICANTS

You must submit the attached application form, a CV, and a cover letter for this role. Please address all sections of the job description, providing evidence about each element of the selection criteria where applicable. Your complete application form, with your CV and cover letter addressing the responsibilities of the post as outlined in the specification, are to be submitted by **close of business on Friday, 28 October 2022**.

You can apply (in person) at our London office or email relevant documents to info@lctd.co.uk and cc pauline@lctd.co.uk. *You can also apply through our website at www.lctd.co.uk.*

The first and second interviews will be held between 31st and 7th November 2022, with a resumption start date of 9 January 2023.

EQUAL OPPORTUNITIES POLICY STATEMENT

LCTD is committed to equal opportunity as an employer and a responsible, independent training provider.

LCTD will promote good relations among its staff and learners and create conditions that contribute to its members' full development and potential.

NO SMOKING POLICY

Applicants may note that LCTD has a no-smoking policy, which means that smoking will not be permitted anywhere in the Centre buildings.

INTERNATIONAL APPLICANTS

At LCTD, our many international staff and students are a valued part of our vibrant and diverse community and play a vital role in the future of the Centre. We welcome international applicants who have the right to work in the UK or are eligible for sponsorship under the Skilled Worker Route (SWR) or the Global Talent Route.

At LCTD, we are an A-rated UK license holder, which means we can make visa-sponsored applications.

Please be advised that currently, LCTD will only support the Certificate of Sponsorship for any employment visas and will not support the payment of the employment visa for the offered candidate and/or dependents.

The new points-based immigration scheme will work for the whole of the UK and will apply to all nationalities other than British or Irish citizens from January 2021 post-Brexit and ends freemovement for EEA Citizens.

Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant on the grounds of national origin.

We recommend you consult the Home Office web page [Apply for a UK visa](#) section to determine your eligibility for a UK visa. This also applies if you are an EU, EEA or Swiss citizen (including Iceland, Liechtenstein and Norway); you and your family can [apply](#) for FREE to the EU Settlement Scheme to continue living in the UK after 30 June 2021.

Employer sponsor licenses for Tier 2 will automatically transition to the SWR on 1 December 2020. All applicants coming to work under the SWR will require 70.

Skilled Worker Route (SWR) Points-Based System	Points	Meets✓ / Does NotMeet ✘
Mandatory criteria (50 points)		
A job offer from UK licensed sponsor required	20 points	✓
Above the minimum skill level Regulated Qualifications Framework (RFQ) 3 or above (A level or equivalent)	20 points	✓
Offered candidate speaks English to an acceptable standard	10 points	✓
Mandatory points Total must be 50		50
Further criteria of one from below (20 points)		
Offered salary is above £25,600 p.a. (jobs can only be offered on a full-time basis)	20 points	✓
The applicant holds a relevant PhD, and this qualification is required for the role	20 points	✘
The advertised role is on the shortage occupation list (SOL)	20 points	✘
Further criteria Total maximum 20		20
Overall SWR points total (must meet 70 points)		70

Under the UK Government PSB scheme, this role **meets** the criteria to be sponsored by LCTD for an SWR application.

APPLICATION FORM

Position

Name*

First

Last

Email *

Nationality

Phone

National Insurance Number* (N/A- if you do not have)

Full Address:

LIST OF QUALIFICATIONS & EXPERIENCE (Please see attached up-to-date CV)

Further Information (If any)

Details of two References (*Name, Position, Email, Telephone and Relationship to you*)

Please provide details of two referees, one of whom should be your current or most recent employer/institution.

Declarations

- Data Protection Act
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:
- Criminal Convictions

To comply with Data Protection obligations, the Centre reserves the right to use the information you have provided in the application form for personnel records and payroll purposes.

Data may be held both electronically and manually and will be processed for management reporting, supplying statistical information to our funding bodies and for any authorized requests from external third parties.

You have the right to ask for a copy of the information held in our records. You also have the right to correct any inaccuracies in your information.

Further information can be obtained from the Data Protection Officer.

Criminal Conviction: Declaration Form

- I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information may lead to termination of employment.

GDPR Agreement *

- I consent to have my submitted information stored; so they can respond to my inquiry.