

JOB DESCRIPTION

EXAM ADMINISTRATION LEAD

First Intuition is a fast-growing premier provider of accountancy training and apprenticeships. Due to our growing business we require an exam marking co-ordinator to join our expanding team. This role offers great long-term prospects for the right candidate, including participation in our company bonus scheme.

Duties and responsibilities to include:

- Leading and supervising the exams administrator
- Overseeing the completion of exam schedules
- Overseeing exam administration within our online portal, totara.
- Working with the Head of Educational Content to improve the exam processes and to ensure quality and timeliness of exam administration
- Liaising with internal staff and freelancers, dealing with any queries and ensuring freelancers are aware of expectations
- Training staff and freelancers in processes
- Ensuring contracts are issued to externals and that evaluation reports are held as appropriate
- Liaising with regional centres regarding exam administration
- Approving freelancer invoices
- Assisting the Educational content team with other tasks as and when required

Qualifications and skills:

Essential:


- Strong systems skills with ability to work within, our Totara based platform, FI Learn
- Systematic with an attention to detail resulting in a high level of accuracy in work performed
- Strong organisational and time management skills
- Excellent attention to detail
- Ability to effectively communicate with others promptly responding to queries and ensuring expectations are managed
- Ability to work under pressure and to manage own workload
- Ability to supervise others
- A good team player
- Willingness to support the Education Content Team at busy times

Desirable

- Experience of working in the education/apprenticeships sector
- Understanding of the accountancy sector

Benefits

- 25 days annual leave rising with service to 30 within 5 years
- Bonus scheme
- Company pension and Company events
- Cycle to work scheme

- 
- Sick pay
 - Longer term career prospects
 - Work from home (with requirement to attend London office for events, training, collaborative work and meetings)

Salary: £26,000 - £28,000 per annum (dependent on experience)

Full-time, Permanent: Monday to Friday with the requirement to work two to four hours on four set weekends a year (time off given in lieu)