

Job Description	
Job Title:	Data and Finance Administrator
Responsible to:	Data and Finance Manager
Department:	Data
Rate of Pay:	TBC – Experience and skills
Hours:	37.5 hours

Main Duties:

Since 1989, Bridge Training has helped young people across Gloucestershire re-engage with education and transition successfully into adulthood. Many of our learners come to us with complex barriers to learning and employment. We provide personalised study programmes, small group support, and opportunities for workplace learning that empower young people to thrive.

Role Overview

The Data & Finance Administrator will support the organisation’s Management Information System (MIS) and finance function within an education and training environment. The role focuses on accurate learner data entry, performance tracking, funding compliance, and entry-level finance administration.

This is a great opportunity for a detail-oriented individual looking to build a career in finance and data administration within the education sector, with a willingness to study towards or continue the Association of Accounting Technicians (AAT) qualification.

MIS & Learner Data

- Input and maintain accurate learner records on the MIS
- Record enrolments, attendance, withdrawals, and achievement data
- Track learner progress and performance data
- Run routine reports to support funding and management requirements
- Carry out data validation checks prior to submissions and audits

Finance Administration

- Input and upload purchase invoices into the accounting system
- Code invoices to the correct programme or cost centre
- Assist with basic journal entries under supervision
- Support supplier statement checks and simple reconciliations
- Maintain organised financial records for audit purposes

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Please note

This post is considered as Regulated Work with vulnerable children and/or protected adults; therefore, Bridge Training follow a Safer Recruitment Policy and process, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CVs, and we do not accept CVs by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity

Key Responsibilities

- Ensure high levels of accuracy in all data and financial input
- Maintain clear audit trails to meet funding and compliance requirements
- Meet reporting and submission deadlines
- Handle confidential learner and financial information appropriately
- Follow internal financial controls and data protection procedures
- Communicate effectively with curriculum, finance, and management teams
- Support continuous improvement in data and finance processes
- Demonstrate commitment to professional development, including willingness to study towards the **Association of Accounting Technicians (AAT)** qualification

General

- Promote a safe, respectful, and inclusive working environment for learners and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.
- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

Benefits and Rewards

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support
- Matched contribution pension scheme (Peoples Pension)
- Free parking in Gloucester City Centre (accessible always)
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments.

Person Specification

Essential

- High level of accuracy and attention to detail
- Strong data entry and administrative skills
- Confident using Microsoft Excel and database systems
- Ability to work methodically with large volumes of learner data
- Good organisational and time management skills
- Understanding of the importance of compliance and audit trails
- Ability to handle confidential learner and financial information

Desirable

- Experience working within an education or training provider
- Experience using an MIS (e.g., PICS, ProSolution, or similar systems)
- Basic finance administration or invoice processing experience
- Willingness to study towards an AAT qualification