

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

## **Learning and Development Assistant**

**Reports to:** Learning & Development Executive

**Job Type:** Permanent

**Hours of Work:** Full-time (36.25 hours per week)

**Location:** Inverurie

**Salary details:** Competitive

### **Job Purpose:**

The role of the Learning and Development Assistant will be to provide administrative support to the Learning and Development team with emphasis on student support to maintain and enhance our Care Support Succeed model. The role will also require heavy involvement in wider learning and development activities, working with the Head of Learning and Development to help implement strategy.

The successful candidate will be responsible for:

- Providing an excellent ongoing support service to students and staff following various qualifications.
- External liaison with professional bodies.
- Tracking and processing internal student applications.
- Training contract administration.
- Processing and tracking study orders.
- Exam administration.
- Maintaining control of student costs and ongoing budget reporting.
- Updating and maintenance of the internal database.
- Supporting student and graduate recruitment.
- Supporting the Learning and Development team.

The successful candidate will have a passion for learning and development and, although not essential, will ideally have worked in a professional services environment. You will be expected to have excellent attention to detail, a strong administration background together with high levels of computer literacy and be committed to providing a first-class service.

The role offers a great deal of variety in terms of duties and interactions across the business and therefore requires a flexible style to support your work. You will be a good communicator and problem solver and relish the opportunity to influence how the business supports the students and wider stakeholders at various levels.



If you are interested in applying for the above position, please send your CV with a covering letter to Recruitment at [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the closing date.

**Date advert posted: 1<sup>st</sup> March 2018**

