



Adviza aims to raise people's aspirations and motivate them to achieve their full potential. It is a large, vibrant and innovative charity working to help, encourage and support individuals to make the best of their lives, overcome barriers to their progression in learning and work, and make informed and rewarding decisions about employment and education.

**National Careers Service
Compliance Administrator**

£17, 272 per annum pro-rata - Full Time

We are looking for an individual with excellent attention to detail who is computer literate to work within our office in the centre of Bracknell. As part of this role, you will be required to work as part of a small compliance team to insure the National Careers Service contract is delivered in accordance to the contract. This will involve checking customer files for compliance and working towards contract deadlines. We are looking for individuals with a passion and commitment to help others and determined to succeed. You will be self-motivated, flexible and adaptable with excellent communication skills.

Working for Adviza you will receive a competitive salary, 25 days' annual leave (pro rata) rising to 30 days after 5 years, access to an excellent contributory pension scheme.

For further details of the posts we have available and how to apply, please visit the Adviza website (adviza.org.uk) and click on the 'work for us' section.

The closing date for applications will be 5pm on Friday 29th March 2019.

Interviews will be held week commencing 1st April 2019.

For an informal chat about the roles and working for Adviza, please contact Louise Sarginson on 0773 626 9937 or email louisesarginson@adviza.org.uk.

Adviza is committed to safeguarding and appointments are subject to enhanced DBS checks. Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every disabled candidate who meets the minimum criteria will be offered an interview.