



Our Values: Caring, Safe, Professional



Accreditations Administrator – £21K pa

CSP requires an Accreditations Administrator to provide support to the compliance team in the administration of client accreditation systems, and to assist the resourcing team with the Right to Work and security screening processes for up to 1,200 staff annually, ensuring all internal and, where appropriate, external systems are updated.

The ideal candidate will take pride in their attention to detail, their management of deadlines and planning their own workload to ensure expiry dates are met, and will be committed to ensuring records are maintained and retained in accordance with Company policy.

This role is permanent and full-time (35 hours per week).

A full job description is available [here](#).

What you will be doing

- Maintain accurate records of relevant documentation for casual workers
- Manage the ongoing compliance and accuracy of CSP workers on third party accreditation databases
- Ensure CSP employees and casual workers have the relevant Right to Work documentation
- SIA license renewals for appropriate CSP employees
- Produce and distribute ID cards for all new starters and on an annual basis

What CSP can offer you

- A salary of £21,000 per annum (dependent on experience)
- A 35 hour working week
- Up to 25 days' holiday (after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

What we need from you

- Strong organisational skills
- Strong planning skills
- Understanding of UK Right to Work legislation
- Knowledge of the BS 7858:2019 security screening process
- Thorough attention to detail
- Ability to prioritise, be proactive, take the initiative and work to deadlines
- Strong IT skills (MS Word, Outlook, Excel)

Vacancy details

Salary: £21,000 per annum

Location: Watford

Closing date: 12 March 2023

To apply, send a copy of your CV to HR@gotocsp.com

