

## Job Description

<b>Post:</b>	<b>Funding and Compliance Officer</b>
<b>Salary Grade:</b>	Band 6
<b>Responsible to:</b>	<b>Head of Information Planning and Performance</b>

### Key Purpose

To lead on the preparation and submission of all data returns. Also to prepare all HE data returns in conjunction with the Head of Information Planning and Performance.

To assure the compliance and quality of the student data, ensuring that it meets the requirements of audit for both the ESFA / GMCA.

To provide support and guidance to the MI and wider college teams on the rules for funding across all the student income streams.

### Duties & Responsibilities

<b>A</b>	To lead on the preparation and submission of all statutory data returns ensuring that all returns pass verification and that issues highlighted by audit tools are reviewed against the relevant funding rules.
<b>B</b>	To work in partnership with the Senior MI Officer, to ensure that MI team as a whole is always prepared for Audit or Inspection.
<b>C</b>	Maintain up-to-date knowledge of the ESFA, GMCA, ILR, PDSAT, FRM funding and specification rules, and apply this to maintain accurate ILR data in accordance with the published validation rules.
<b>D</b>	Liaise with external bodies and agencies regarding the submission of the ILR and other statutory returns.
<b>E</b>	To support the MI team and wider college colleagues, providing guidance and individual training on changes to the funding rules covering all student income streams.
<b>F</b>	To support and contribute to the development of reporting in relation to funding and compliance.
<b>G</b>	To carry out any other duties commensurate to the post as required.



Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign the job description:**

**Date:**

**Name of the post holder:**



## Person Specification

	Essential			Desirable		
<b>Qualification</b>	<b>1</b>	Level 3 qualification	<b>Application / Certificate</b>	<b>A</b>	IT/Computing/business related qualification	<b>Application / Certificate</b>
	<b>2</b>	Literacy Level 2	<b>Application / Certificate</b>	<b>B</b>	Training qualification	<b>Application / Certificate</b>
	<b>3</b>	Numeracy Level 2	<b>Application / Certificate</b>			
<b>Professional Development</b>	<b>4</b>	Evidence of ongoing Professional Development	<b>Application / Interview</b>	<b>C</b>	Recent professional development in IT and/or administration	<b>Application</b>
<b>Experience</b>	<b>5</b>	Supporting non-technical staff in their use of business systems	<b>Application / Interview</b>	<b>D</b>	Training on IT applications, including preparation of materials	<b>Application / Interview</b>
	<b>6</b>	Providing administrative support to non-administrative staff	<b>Application / Interview</b>	<b>E</b>	Training in an FE college context	<b>Application / Interview</b>
	<b>7</b>	Dealing with a wide variety of internal and external customers	<b>Application / Interview</b>	<b>F</b>	Supporting IT users in an FE college context	<b>Application / Interview</b>
				<b>G</b>	Maintaining and reporting from databases	<b>Application / Interview</b>
<b>Knowledge</b>	<b>8</b>	A wide variety of software applications and environments	<b>Application / Interview</b>	<b>H</b>	Microsoft SQL Server Transact SQL	<b>Application / Interview</b>
	<b>9</b>	FE Funding Methodology	<b>Application / Interview</b>	<b>I</b>	Microsoft SSRS	<b>Application / Interview</b>
<b>Skills / Qualities</b>	<b>10</b>	Communication / interpersonal skills with emphasis on giving service & quality	<b>Application / Interview</b>			
	<b>11</b>	Ability to work to deadlines and under pressure	<b>Application / Interview</b>			
	<b>12</b>	Adaptable	<b>Application / Interview</b>			
	<b>13</b>	Methodical approach to problem-solving	<b>Application / Interview</b>			
	<b>14</b>	Good attention to detail	<b>Application / Interview</b>			



<b>Other</b>	<b>15</b>	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	<b>Application / Interview</b>			
	<b>16</b>	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	<b>Application / Interview</b>			
	<b>17</b>	DBS Check acceptable to the college will be undertaken for successful applicant	<b>Application / Appointment</b>			

