



ROLE SPECIFICATION

JOB TITLE: STUDENT FINANCE/BURSARY OFFICER

RESPONSIBLE TO: Head of Finance

Context

Winstanley College employs approximately 200 staff and has approximately 2200 students, aged 16-19, primarily studying A-Level courses, with some students following mixed programmes which include other Level 3 courses, or a T Level.

Purpose of the Position

The post-holder is responsible for administering the 16–19 Bursary Scheme and liaising with Attendance, Finance, Student Services and Pastoral staff where required. To interpret and implement College and government financial regulations and guidance in order to deliver financial assistance for students. To provide efficient and accurate student bursary operations. To provide an appropriate administrative service for the Student Services and Finance Teams.

Main Responsibilities

- To deliver efficient and effective student awards systems for the benefit of College students.
- Keeping up to date with government guidelines and ensuring compliance with audit requirements
- Promoting the scheme, maintaining the bursary policy, website information and supporting applicants
- Assessing eligibility for bursary and free college meals
- Maintaining accurate records and evidence of household income
- To deliver accurate and timely information for students on student financial entitlements
- To authorise and deliver payments/awards relating to student awards in line with set deadlines
- Preparing student payment schedules and coordinating payment requests with Finance
- Working in conjunction with the Attendance Officer, to assess attendance reports in line with bursary awards made
- Managing communications relating to the scheme and providing an advisory service for students, parents, applicants and staff on student financial entitlement to College and external funds
- To maintain accurate records systems which support the delivery of student awards and are fit for audit purposes
- Administering the internal appeals process



- Liaising with internal stakeholders to ensure systems remain effective
- To follow policies, procedures and guidance relating to all new and continuing student awards
- To liaise with external agencies relating to student bursary issues e.g. local authorities, Jobcentre Plus, childcare providers
- To provide accurate and up to date reports relating to the administration of the student awards systems
- To support the work of the student services team in offering help, information and advice to students on a range of issues and services

General

1. To work across the Pastoral, Student Services and Finance Teams, leading and assisting with cross-college activity in relation to student finance and support matters and assist other members of those teams, as appropriate.
2. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.
3. To be responsible, while at work, for ensuring that reasonable care is taken for one's own health and safety and also for the health and safety of others.
4. To be responsible for any other task identified by the Director of Finance and Resources as falling reasonably within the scope and range of the position.
5. To ensure the development of equality of opportunity throughout all aspects of service delivery and to comply with equality of opportunity within the team and in interactions with other college areas and external partnerships.
6. The College reserves the right to amend any job description in consultation with the employee to reflect changes in the duties of the post.

Winstanley College is committed to safeguarding and protecting the young people that we work with. As such, we ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the College. All members of staff must adhere to these policies and procedures.

Terms and Conditions

Hours of work: Full time (part time requests may be considered), term time plus 5 days (specific working pattern to be agreed.)

The postholder will be expected to work flexibly during periods of higher demand. Exact working pattern to be agreed with the Head of Finance at the start of each Academic Year.

Salary: Scale 5 points 11-14 £28,634 to £31,324, (£25,484 to £27,878 Pro-rata) Pay award pending.

Pension: Membership of the Local Government Pension Scheme and salary in accordance with Sixth Form Colleges Pay Spine.



PERSON SPECIFICATION – STUDENT FINANCE/BURSARY OFFICER

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS - GCSE Maths & English (or equivalent) - Level 3 Qualification - DBS– Enhanced Level	√ √ √		AF and Int AF and Int Appt
TRAINING, EXPERIENCE AND KNOWLEDGE - Experience of working in a customer focussed role, offering information and advice. - Experience of Microsoft Windows packages including Word, Excel, Email and Internet - Experience of working within policy and legislative guidance to form assessment of eligibility - Ability to maintain confidentiality and analyse financial/attendance data and complete and check reconciliations - Ability to demonstrate sound understanding of financial and government regulations, procedures, budgeting and accounting principles - General understanding of funding and financial constraints in the education sector/college section - Experience of liaising with a range of agencies to support students.	√ √ √ √	 √ √ √	AF and Int AF and Int AF and Int AF and Int AF and Int Int AF and Int
PERSONAL SKILLS AND ATTRIBUTES - Possess excellent verbal and written communication skills - Ability to work within diverse teams and also to work independantly - Good team working, organisation and planning skills - Ability to work to strict deadlines and contribute positively to change - Cope well with challenges or stressful situations	√ √ √ √ √		AF and Int AF and Int AF and Int AF and Int AF and Int



Other Requirements			
The successful post holder would be expected to have a flexible approach to their work.	√		AF and Int
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	√		AF and Int
Awareness of health and safety requirements.	√		AF and Int
Commitment to the principles of valuing diversity and equal opportunities.	√		AF and Int
The post holder would be expected to demonstrate a commitment to developing their knowledge and understanding of Further Education, including funding arrangements, student related processes and the quality framework.	√		AF and Int