

Job Description

1. JOB IDENTIFICATION

Post Title: Finance and Funding Assistant

Responsible to (Post Title): Finance and Student Funding Manager

Last Update: October 2023

Grade: 3

2. PRINCIPAL JOB PURPOSE

As part of the Finance and Funding Team the post-holder will support the work of the team by operating the College's electronic finance systems and assisting in:

Administration and processing funding applications for support funds available according to students' eligibilities and Scottish Funding Council/SAAS Policies;

Administration of the College's sales ledger to ensure income is collected timeously and that College procedures are adhered to;

Administration of the College's purchase ledger to ensure goods and services are ordered and paid for in line with College procedures.

3. MAIN DUTIES & RESPONSIBILITIES

- Assist in the daily administration of Student Support Funds and assist learners in the completion of the online application form (CAMS);
- Assess residential eligibility for every student support fund application received and peer checking of awards and reassessments;
- Monitor and record learner attendance and engagement data in order to facilitate student support fund payments;
- Ensure that the learner receives the optimum award, taking into account the student's wider circumstances eg Care Experienced;
- Signpost learners to Advice and Guidance, Department of Work and Pensions, Citizens Advice where appropriate;
- Participate in pre-entry guidance interviews as necessary.
- Administer and maintain the College's purchase and sales ledgers;
- Raise Sales invoices for fees and other income timeously and ensure compliance with College procedures;
- Operate the College's fee waiver procedures to ensure fee waiver forms are collected and are correctly completed;
- Pursue outstanding / unpaid invoices with learners and customers in line with the College's debt collection procedure;
- Arrange and monitor payment plans with students in respect of fee income within the terms of the College's policies and procedures;

- Raise purchase orders and match delivery notes and invoices to purchase orders raised within or outwith the Finance Section ensuring compliance with College and Procurement procedures;
- Chase purchase orders awaiting authorisation by Budget Holders;
- Process credit notes against sales/purchase invoices raised;
- Process and book staff/student travel requests in collaboration with the Travel Management Company in line with the College's Travel Procedures;
- Assist with the reconciliation of ledger accounts, student/supplier records and liaise with key stakeholder to investigate any differences;
- Work actively as part of the Finance and Funding Team;
- Know and effectively apply Policies and Procedures prepared by the College and the Scottish Funding Council (Student Support Funds Policies, Fee Waiver, Procurement Policies and Financial Regulations);
- Respond to queries and requests for advice from budget holders and other college staff/students in respect of the ordering of goods and services, processing of tuition fees and the administration of Student Support Funds;
- Prepare creditors/student banking information and make regular BACS payments to suppliers/students and process direct debit collections from students;
- Maintain appropriate audit trails and paperwork to substantiate income and expenditure and assist with the annual audit process;
- Provide relevant management information as required;
- Be able to provide cover for the other Finance and Funding Assistant roles within the team as required.

General

- Keep abreast of current developments which may be relevant to the College's activity and future direction.
- Have an understanding of and comply with College policies and procedures.
- Promote and advance Equality and Diversity in all aspects of College operations.
- Promote the ethos and values of the College and the standard to which staff and students demonstrate these in all areas of College life.
- Provide leadership to staff, where appropriate to the role, encouraging training and development to ensure all achieve their full potential where indicated in the duties and responsibilities for the role.
- Assist with self-evaluation activities for their area in accordance with College procedures.
- Respect the confidentiality of matters relating to learners and staff.
- Understand your role and obligations in complying with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK General Data Protection Regulations and the Freedom of Information Act.
- Report any accidental or unlawful loss of personal data in accordance with the College Data Protection Policy.
- Ensure the Health and Safety of staff and students in all aspects of College activity by exercising a duty of care for personal health and safety and that of others who may be affected by their actions.

- Comply with all role specific training and all compulsory training provided by the College, for example Health and Safety, equality and diversity, etc.
- Carry out any other duty commensurate with the post as required by the Vice Principal or the Principal.

The duties of this post will be reviewed periodically and may, in consequence, be modified to meet new requirements and the exigencies of the service.

4. COMMUNICATIONS (Internal & External)

The Finance and Funding Assistant will communicate regularly using a variety of methods with key stakeholders including Suppliers, Learners and other Internal and External Auditors.

The post-holder has key internal working relationships with staff at all levels within the staff structure of the College.

5. ASSIGNMENT AND REVIEW OF WORK

The Finance and Funding Assistant will set out operational objectives with the Head of Finance, Finance and Student Funding Manager collaborating with the Student Funding Officer and Team Leader where appropriate.

6. KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications:

- Accountancy qualification to HNC (SCQF level 7) or equivalent knowledge and experience as an alternative to a formal qualification; and
- Good standard of education or possess relevant and suitable experience as an alternative.

Knowledge:

- Student Funding at FE and HE level;
- Student Support Funds at FE and HE level;
- Working knowledge of computerised Financial Management Systems and MS Word, MS Excel.

Skills and Competencies:

- A good level of ICT literacy;
- High degree of numeracy and accuracy;
- Well-developed interpersonal and communication skills – both written and verbal;
- Ability to communicate and deal with staff at all levels;
- Ability to work on own initiative or as part of a team;
- Ability to work flexibly to meet the requirements of the service including traveling to other campuses; and
- Ability to prioritise workload and meet deadlines.

Experience:

- Experience of financial administration;
- Experience of working in a busy customer care environment.

7. WORKING ENVIRONMENT

- You may be required to work within any of the College's main campuses, premises or place of work used by the College to meet its operational requirements, regarded as onsite working.
- Onsite working is expected however an element of hybrid working, working from home, may be considered but is not mandatory and/or/guaranteed and will be subject to the operational requirements of the College.
- Onsite working, and home working, will involve the use of either static or mobile ICT equipment (e.g. desk top PC. Laptop etc.) and will require online activity (e.g participating in work activities involving MS Teams, Zoom etc).
- Keyboard skills are expected but the required level of skill will be specific to your role.
- An ability to operate a range of office equipment, including desktop PCs, laptops and reprographic equipment etc. and any specialist equipment which may be specific to your role.
- An ability to utilise a range of software packages including e-mail, MS Office packages, MS Teams, etc. and any specialist software which may be specific to your role.
- An ability to utilise a range of software packages and equipment to allow you to effectively operate online if required.
- Attendance at external meetings as required by the role.
- The role may be considered for a flexible working arrangement under the College's Family Friendly and Flexible Working Policy subject to operational requirements of the College.