

**JOB DESCRIPTION**

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| **JOB TITLE: Student Finance Assistant**    Sector/Section: Student Finance  Grade: Admin & Support  Directly responsible to: Student Services Manager |

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| **PURPOSE OF JOB:**   1. To interpret and implement College and government financial regulations and guidance in order to deliver financial assistance for students 2. To provide efficient and accurate student finance operations 3. To provide an appropriate administrative service for the Student Finance Team |

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| **MAIN RESPONSIBILITIES AND DUTIES:**   1. To deliver efficient and effective student awards systems for the benefit of Bolton College students 2. To provide an advisory service for students, applicants and staff on student financial entitlement to College and external funds 3. To deliver accurate and timely information for students on student financial entitlements 4. To maintain accurate records systems which support the delivery of student awards and are fit for audit purposes 5. To follow policies, procedures and guidance relating to all new and continuing student awards 6. To authorise and deliver payments/awards relating to student awards in line with set deadlines 7. To provide an accurate audit trail related to student awards 8. To liaise with external agencies relating to student finance issues e.g. local authorities, Jobcentre Plus, childcare providers 9. To provide accurate and up to date reports relating to the administration of the student awards systems 10. To work as a member of the Student Finance Team offering help, information and advice to students on a range of issues and services 11. 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 Corporation. 12. To actively contribute to the College’s safeguarding children and safeguarding vulnerable adult agenda. 13. Undertake all such other duties as commensurate with the grade, as may be required by the Principal. 14. In carrying out their duties, the post holder must comply with Health and Safety regulations and policies. 15. 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. |

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| **Flexible Working**  Whilst this particular position is normally located in the Student Finance Department at Deane Road, the support services within the College are operated on a flexible basis and staff may be required to give support in all areas of the College, as and when required by Management, with due regard being given to their specialism.  **Working Hours**  You will be expected to work 15 hours per week. Your pattern of work may vary from time to time. In normal circumstances where you work beyond your contracted hours, time off in lieu may be given.  **Probation**  The post holder, if a new employee of the College will be subject to a 9 month probation period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probation period if circumstances so require it. During the probation period, the employment may be terminated – refer to contract of employment for further details.  **Training and Appraisal**  The College wished to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.  All staff will be required to participate in the College’s Appraisal Scheme.  **Physical Conditions**  The post holder will be based in the Student Finance Team at Deane Road but may occasionally be required to travel to other College sites or external organisations.  **JOB DESCRIPTION PREPARED BY: MIS Manager**  **DATE: October 2022** |