



JOB DESCRIPTION

JOB TITLE: Student Finance Assistant

Sector/Section: Student Services

Grade: Scale 3

Directly responsible to: Student Services Manager

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 Services Manager

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
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 Services 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.

Flexible Working

Whilst this particular position is normally located in the Student Services 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 18.5 hours per week. The Student Services Centre operates over a 8:30am – 5:15pm period; however the working hours of the post holder can be subject to some flexibility, with prior agreement. 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 or overtime may be payable. For full-time positions overtime on any day other than Sunday or a general or public holiday will be paid at time and a half. For overtime on a Sunday or Bank Holiday, payment will be at double time. For part-time positions, overtime will be paid at normal time until 37 hours is exceeded when time and a half will be paid.

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 Services Centre at Deane Road but may occasionally be required to travel to other College sites or external organisations.

JOB DESCRIPTION PREPARED BY: Student Services Manager

DATE: September 2018