

**JOB TITLE: STUDENT FINANCE OFFICER**

**LINE MANAGER: Director of Safeguarding, Inclusion and Development**

**MAIN PURPOSE OF ROLE:**

To manage and administer the College 16-19 Bursary Fund and Educational Maintenance Allowance.

**KEY RESPONSIBILITIES:**

**College 16-19 Bursary Fund**

1. To ensure all application and instruction documentation is reviewed annually and updated on the College website.
2. To assess all applications for Financial Support, liaising with parents/guardians/students as appropriate. Maintaining confidentiality at all times.
3. Maintain appropriate records for all Bursary Fund claims and payments.
4. Liaise with Finance to award Bursary Support for any approved College trips, books, equipment etc to ensure Parentpay accounts are updated promptly.
5. Liaise with Herefordshire Council to request any travel passes required.
6. Liaise with Transport Officer regarding transport claims.
7. To assess bursary applications and award bursary support as appropriate.
8. Inform parents and students of bursary decisions.
9. To update the PayMyStudent portal for the next academic year, liaising with PayMyStudent and attending any Service Support Forums.
10. To liaise with Finance throughout the year to make bursary awards for any compulsory trips, books, equipment etc. either by BACS payments on PayMyStudent or internal transfers.
11. To order any required travel passes from Herefordshire Council and keep appropriate records to reconcile the bursary travel account each term with the Transport Officer. Request any replacement passes as required for lost, stolen or change of address.
12. To respond to any enquiries from parents and students throughout the year and respond to referrals from Lead Tutors in a timely and sensitive manner.
13. To prepare information leaflets etc. to promote the Bursary and EMA to prospective students and attend all Open Events to answer enquiries from prospective students regarding financial support.
14. Maintain a mailing list of prospective bursary students from enquiries received at Open Events, Pre-Enrolment interviews and email enquiries during the year to send details when the application opens in June.
15. Process any Free School Meals payments as required for holidays on behalf of Herefordshire Council and make a claim for the total paid by deadline.
16. Keep up to date with DfE 16-19 Bursary Guidelines and Free Meals in Further Education policy to ensure the College is meeting the required criteria for application approvals and support provided.
17. Liaise with Director of Safeguarding, Inclusion and Development and C&P for any exceptional requests outside the usual awards already agreed.

18. Review the income threshold and bursary awards annually with Director of Safeguarding, Inclusion and Development and the Principal.
19. Liaise with external bursary providers to identify suitable candidates to nominate for available bursaries for Higher Education; to maintain the link with the Clive Richards Foundation.
20. Respond to requests for support from Safeguarding Manager/Lead Tutors for any students identified as in emergency need of support, dealing with the student personally and managing in a sensitive manner.

## **EMA**

21. Liaise with students and parents.
22. Administer EMA scheme, monitoring student attendance and approving payments.
23. Meet with students, at the start of the academic year, on an individual basis to explain expectations for attendance and requirements for EMA to be approved each week and to sign the Learner Agreement as required by Student Finance Wales.
24. Check attendance weekly and approve EMA if standards are met. Contact students for any unexplained absences to request details and evidence for absences.
25. Respond to messages from students/parents regarding absences, updating the Student Portal if necessary, and requesting the required evidence.
26. Inform students weekly if EMA cannot be approved.
27. Ensure SFW standards are met by confirming attendance each week and maintaining the EMA portal with correct student information and term dates.
28. Attend online forums provided by SFW to review service standards and portal updates.

## **GENERAL RESPONSIBILITIES**

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

This job description covers the main duties and responsibilities of the job but, from time to time, the job holder may be asked to undertake other activities commensurate with this job description.

# JOB DESCRIPTION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Knowledge/Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE/Level 2 English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A Level/ Level 3 equivalent</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Experience of general office administration in a busy environment</li> <li>Experience of working using own initiative</li> <li>Experience of basic financial reconciliation and record keeping</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience of maintaining relationships with external organisations</li> </ul>
<b>Skills/Aptitudes</b>	<ul style="list-style-type: none"> <li>Sound IT proficiency, including Microsoft Office Word, Outlook, and Excel</li> <li>Effective and precise time management</li> <li>Understanding of the need for confidentiality and discretion</li> <li>Strong communication skills, both verbal and written</li> <li>Excellent organisational skills and attention to detail</li> <li>Adaptable and flexible in approach to work</li> <li>Able to prioritise workload and multi-task</li> <li>Ability to build rapport with students, colleagues, parents/carers and external contacts.</li> </ul>	<ul style="list-style-type: none"> <li>Use of own initiative to improve record keeping and analysis</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Ability to work both within a team and independently</li> <li>Commitment to undergo further training and development</li> <li>Knowledge of safeguarding</li> <li>Enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>Record of personal and professional development as appropriate</li> </ul>

