

# Waltham Forest College

**Job Title:** Funding & Compliance Officer

**Location:** East London

**Hours:** 36 hours, 52 weeks per year

**Salary range:** £28,039 - £30,476 inclusive of London Weighting, 1FTE

**Contract Type:** Permanent

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted.

We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success. We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

The Funding & Compliance Officer will provide an integral service to the College as a key member of the Funding & Data team. Contributing to the College's funding and student monitoring objectives, this role adds an important compliance oversight to the College's data activities, ensuring identification, communication and escalation of incidents impacting on accurate, compliant management information, as well as the means to foresee and prevent non-compliance via activity and report monitoring. Applying a good knowledge of funding, management information systems and audit activities, the Funding & Compliance Officer will provide visible assurance whilst integrating as a valued, hands-on member of the department.

The successful candidate should be able to evidence a good knowledge of funding in an FE context, with knowledge of apprenticeships, HE, devolved AEB and other funding streams advantageous. They will also have experience, observation or evidence-based ideas regarding internal compliance and/or audit activities, particularly in relation to data analysis and how it can inform practises and behaviours and increase compliance. Applicants will be able to demonstrate extensive management information system use, preferably ProSolution and Pro suite tools, and may also have database or report writing skills.

## **What's in it for you?**

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme, discounted local gym membership, enhanced sick pay, NUS Employee discount, free onsite parking, cycle to work scheme and Sodexo benefits scheme

## **Equality, diversity and inclusion**

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

# Waltham Forest College

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

**Closing Date: 17<sup>th</sup> November 2021**

**Interview Date: TBC**

**\*Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview before the closing date\*.**