



# JOB DESCRIPTION

Funding & Compliance Officer



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:** Funding & Compliance Officer  
**REPORTING TO:** Funding & Data Manager  
**RESPONSIBLE FOR:** N/A  
**HOURS:** 36  
**GRADE:** SO 1 SP 26-29

**KEY RESPONSIBILITIES**

1. Contribute to the creation and development of central reports and processes that support visible and continuous compliance monitoring for all staff.
2. Collate and quality assure data from a variety of sources including external partners and ensure it is input accurately and effectively into College information systems.
3. Administer the College's internal funding and data audit activities.
4. With management, devise and oversee the internal audit programme, ensuring visible scheduled and ad hoc audit and/or monitoring activities.
5. Ensure the efficient, accurate and timely collection, recording and reporting of student data and ensure compliance with audit requirements.
6. Assist with the preparation of data for statutory and other returns.

**MAIN RESPONSIBILITIES**

1. Review, check and input data taken from a variety of sources into College information systems, including applications, enrolments, withdrawals and transfers, checking thoroughly for accuracy and making amendments as appropriate.
2. Identify to Curriculum any quality or compliance issues when requesting withdrawals, transfers, reinstatements or when merging learner records.
3. Monitor and report on timely College compliance with audit outcomes.
4. Ensure audit outcomes are collated and presented succinctly with clear analysis to drive improvement.
5. Liaise with subcontracting providers and others as appropriate concerning data compliance, learner eligibility and funding queries.

6. Ensure the effective and compliant maintenance of accurate student data on College information systems and the appropriate storage and disposal of student data in line with College policies and UK GDPR.
7. Ensure the accurate preparation of data for statutory and other returns to funding agencies and awarding organisations.
8. Contribute to the collation and preparation of data for external audits.
9. Assist with the investigating and resolving of errors on returns to funding agencies, including identifying evidence required to verify data and liaising with appropriate managers to obtain said evidence.
10. Assist in running standard reports as required using multiple College systems and ensure errors from validation reports and other returns are accurately corrected.
11. Check timetables, registers and groups for accuracy and compliance and work with curriculum staff throughout the year to make amendments as appropriate.
12. Participate in providing a friendly and supportive Help Desk service within the Learner Data Services office and dealing with telephone and other enquiries from students and staff, whilst adhering at all times to the requirements of UK GDPR.
13. Support other departments in the College during peak periods e.g. participating in College enrolment days and other activities, including evening and weekend working as required.
14. Undertake routine clerical work, including word processing, preparing spreadsheets, photocopying, filing and batching and distributing source documents for data collection.
15. Undertake any other duties as requested by the line manager or Director in line with the grade remit and scope of the post.
16. Undertake the role of Fire Marshal and assist in the safe evacuation of students, staff and members of the public from College buildings, if requested.
17. Provide assistance and cover for colleagues as necessary.

## **GENERAL**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. Operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Minimum of Grade C/4 GCSE English and Mathematics (or equivalent).	E
	Possession of an IT/MI qualification or willingness to obtain.	E
	Customer service training or a willingness to undertake.	E
<b>Previous experience/job knowledge</b>	Recent experience of using management information systems and/or IT applications, e.g. Unit-e, ProSolution, ProMonitor and/or report writing and analysis skills.	E
	Experience of further education and/or ESFA data and/or requirements	D
	Experience of audit and/or monitoring schedules and processes.	E
	Experience of working in an educational environment.	D
<b>Skills (Competencies and Aptitudes)</b>	Excellent interpersonal, influencing and communication skills.	E
	Ability to work flexibly and often under pressure to meet tight deadline and targets.	E
	A 'can do' positive approach with the ability to use your initiative and proactively provide ideas for improvements in systems and processes .	E
	A customer-focused approach with an understanding that customers may be internal or external to the college.	E
	A high level of accuracy and speed in all work, with an excellent attention to detail.	E
<b>Other factors/ additional requirements</b>	Prepare to undertake training as necessary and willing to participate in continuing professional development.	E
	Flexible and responsive to working hours, patterns and arrangements, including some evening and weekend working.	E
	Commitment to maintenance of high levels of health and safety.	E
	Commitment and understanding of equality and diversity issues and experience of putting this into practice.	E
	Emotional resilience in working with challenging behaviours.	E

	Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Confident, self-motivated with a committed approach to work.	E
	Commitment to inclusive and comprehensive educational provision.	E