



JOB DESCRIPTION

Student Finance Adviser

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Student Finance Adviser
REPORTING TO:	Head of Welfare and Wellbeing
RESPONSIBLE FOR:	NA
HOURS:	30
GRADE:	14-18

KEY RESPONSIBILITIES

1. To deliver the day to day administrative services for the student financial support including providing information and advice on financial support, capturing and processing of data. The post holder will comply with the government and financial procedures.

MAIN RESPONSIBILITIES

1. Administer the student financial support funds/ schemes required by students on day to day basis including processing application forms and payments.
2. Support the delivery of an efficient and effective administrative, financial systems and procedures for the student financial administration to ensure the accurate, complete and timely processing of applications and payments.
3. Publicise student finance systems and procedures with curriculum and other support staff to ensure correct guidance is given on funding available.
4. Produce regular reports for the management on the distribution and effectiveness of funds and to advice on development and resource needs.
5. To ensure the smooth running of the student finances within the best practice of customer care.
6. Ensure accurate records are maintained for audit purposes
7. Maintain relevant data linked to the college MIS data
8. Ensure the timely collection and compilation of data
9. Ensure the reporting is regularly updated and maintained
10. Produce reports for the management and external authorities
11. Administer loans of equipment and kits to students
12. Provide excellent customer care for the department, including advice to internal and external customers
13. Liaise with key professionals (internal and external)

GENERAL

14. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.

15. Participates in College programmes of staff appraisal and continuing professional development.
16. Develop effective working relationships internally and with external partners.
17. To operate at all times in line with the College's values and behaviours.
18. Undertakes 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).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Minimum Level 3 qualification in Business or equivalent.	E
	5 GCSE's including English & Maths at grades A-C or equivalent Level 2 qualification	E
	Level 2 qualification in IT, or equivalent	D
Previous experience/job knowledge	Considerable relevant previous experience of administrative work in a busy office environment.	E
	Experience of working in student finance/accountancy role. Preferably in an FE setting	D
	Experience of working under pressure and multi-tasking in a busy environment.	E
	Proven ability to work flexibly within a team	E
Skills (Competencies and Aptitudes)	Ability to work on own initiative, make decisions, prioritise own workload and that of others to meet deadlines and targets.	E
	Experience of working using Microsoft Office	E
	Excellent interpersonal skills and communication	E
	Ability to implement the highest quality customer service standards	E
	Ability to work accurately and effectively under pressure	E
	Proven ability to work flexibly within a team	E
Other factors/ additional requirements	An understanding of safeguarding and a commitment to creating a safe learning environment.	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