



Post Title: Student Finance Team Assistant

Responsible to: Student Finance Team Leader

Status: Permanent

Purpose of the job: To provide accessible and high quality advice to our students on every financial aspect.

REASEHEATH COLLEGE MISSION

“To inspire achievement by delivering outstanding education and skills”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role

Key Result Areas	Tasks
CUSTOMER Learning & Skills Development	<ul style="list-style-type: none"> • Provides up to date advice and guidance to all students with regards costs and financial assistance provided by the College to ensure a full understanding of the support available • Ensures accurate assessment of all bursary applications to facilitate timely and efficiently payment to students to support their College studies
CUSTOMER Quality	<ul style="list-style-type: none"> • Ensures the delivery of consistent and accurate answers to questions and concerns to all students, parents, staff and external bodies to deliver an efficient service. • Liaises with academic departments to ensure they receive up to date accurate student finance information to assist in providing appropriate financial support within the discretionary learning support guidance • Assists the Finance Department with support to ensure that financial processes are in place to cover Open Day and other full College events and ensure compliance with insurance conditions and Risk Assessments. • Keeps Student Finance pages of College website and Sharepoint up to date to ensure current advice is available to all students.

<p>CUSTOMER Business Development</p>	<ul style="list-style-type: none"> • Develops links and builds relationships with Pro-Solutions, The Skills Funding Agency and the Student Loan Company to ensure an efficient delivery of funding to students. • Takes part in information events to provide accurate financial information and support available to all potential students to assist in their decision making • Provides updates and documentation to students, parents and staff to ensure they are aware of any updates to financial support
<p>PEOPLE & CULTURE</p>	<ul style="list-style-type: none"> • Carries out CPD on an individual basis to ensure knowledge of student support funding and other legislative changes • Provides training to wider staff members as appropriate on processes for student payments, support available and bursary applications to ensure efficient and effective use of the college systems • Attends relevant meetings and receives updates from external bodies and disseminates relevant information to the team and other staff members as appropriate to ensure a consistent understanding of the guidance • Contributes to a high quality professional team through effective communication and building relationships with students, staff and external bodies whilst ensuring confidentiality of data records
<p>RESOURCES</p>	<ul style="list-style-type: none"> • Develops evolving systems and processes to provide a consistently high quality service to students, staff and external bodies • Assists in providing a proactive team approach to support students in their College life by assisting in their financial needs and encouraging financial awareness • Management of allocation of student meal money and reconciliation to College systems to ensure accurate information and efficient service to students
<p>FINANCE</p>	<ul style="list-style-type: none"> • Monitors all bursaries spend against allocations and provides data for monthly reports to Directorate and to other key staff • Ensures that student finance debt is invoiced and age debt managed in a timely manner to support College cash flow and effective credit control management • Ensures all control accounts balanced and reconciled on a monthly basis to support the integrity of the financial information • Ensure the retention of accurate records for auditors, funding bodies and all other external bodies as necessary to meet the Document Retention Policy • Complies with Financial Regulations and ensures all departmental processes fulfil College and external bodies standards and requirements • Assists in safe disposal of student finance records in line with College Document Retention Policy • Monitors student loan portal for HE and 24+ Advanced Learning Loans and reconciles on College accounting systems

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Person Specification

Post Title: Student Finance Team Assistant

Key Results Area	Knowledge & Skills	Competencies
CUSTOMER Learning & Skills Development	<ul style="list-style-type: none"> • Demonstrable evidence of relevant finance experience • Level 2 (or equivalent) Maths and English qualification • Demonstrable evidence of relevant IT Skills on excel and finance system 	Developing Self & Others
CUSTOMER Quality	<ul style="list-style-type: none"> • Demonstrable evidence of delivering a high standard of customer service • Proven ability to meet internal and external stakeholder deadlines 	Passion for Improvement
CUSTOMER Business Development	<ul style="list-style-type: none"> • Proven ability to build strong working relationships with departments to support the Student Finance process • Demonstrable evidence of being commercially aware 	Influencing & Impact
People & Culture	<ul style="list-style-type: none"> • Proven ability to carry out the responsibilities of a role within a Student Finance team • Proven ability to communicate effectively with individuals at all levels. • Proven ability to work within a team 	Teamwork
Resources	<ul style="list-style-type: none"> • Proven ability to provide training and updates to small groups and on individual basis to support the understanding and improvement of the Student Finance process • Demonstrable ability to plan, prioritise and organise workload meet changing needs 	Leadership Developing Self & Others Planning & Prioritising Flexibility
Finance	<ul style="list-style-type: none"> • Proven ability to reconcile accounts • Proven ability to produce financial and written reports • Demonstrable evidence of relevant Excel Skills 	Problem Solving Integrity & Accountability