**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Student Finance Advisor | Finance Office Preston – 4 days  Croxteth Hall, Liverpool – 1 day |
| **SALARY** | **BENEFITS** |
| £16,960 - £20,657 per annum,  relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Senior Finance Officer | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Administration of the College Bursary funds and providing a professional, financial advice and guidance service, to students. | |
| **DUTIES** | |
| Administration of the College Bursary funds for FE and HE students; checking applications; analysing household income & benefit information; corresponding with applicants by email, letter & phone; and ensuring criteria is met  Preparing and checking of Bursary payments to students and third parties  Providing a professional, financial advice and guidance service, to students, parents and College staff | |
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| **DUTIES** |
| Preparing & presenting finance talks and information booklets; ensuring booklets & website are updated with current information  Liaise with cross college staff in relation to funding regulations and students |
| Keep up to date with Student Finance and Bursary criteria, funding regulations and fees payable  Attend parents evening sessions and progression events at all Myerscough centres to give financial advice  Checking and signing of Professional and Career Development Loan applications and ensuring registration is kept up to date  Liaise with Credit Controller in relation to outstanding debts: assisting in the chasing & collecting of debts  Attend Saturday careers advice mornings (approximately 8/year)  In addition, working a minimum of 2 Sundays / year (College Open day & main residential Sunday)  Take an active role in developing the procedures within the Finance Office |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   To promote Equality, Diversity and Inclusion at every opportunity. |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |

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| **DUTIES** |
| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. |
| Maximise effective use of time and personal ability. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| The postholder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility.  The postholder must adhere to the Data Protection Act 1998 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also.  He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Educated to Level 3 or above (A)  5 GSCE’s or equivalent (grade C or above) including Maths and English (A) |  |
| ***General Intelligence*** | |
| Experience in the use of Microsoft Office & other IT packages (A/I/P)  Excellent numerical skills and the ability to analyse figures (A/I) | Knowledge of EFA / SFA funding rules (A/I/P)  Knowledge of Student Finance Funding (A/I/P)  Understanding of the benefit system (I/P)  Basic understanding of personal income streams (A/I/P) |
| ***Special Aptitudes*** | |
| Excellent communication skills both written & oral (A/I/P)  Demonstrate excellent customer service skills with experience in dealing with young people & adults (A/I/P)  Ability to work accurately and pay attention to detail (A/I)  Ability to maintain confidentially (A/I) | Experience of providing financial advice to students (A/I) |
| ***Interests*** | |
|  | Experience of working in an educational setting (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Student Finance Advisor | Finance Office Preston – 4 days  Croxteth Hall, Liverpool – 1 day |
| **SALARY** | HOURS OF WORK |
| £16,960 - £20,657 per annum,  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Up to £13,600 pa 5.5% Employee  £13,601 to £21,200 pa 5.8% Employee  £21,201 to £34,400 pa 6.5% Employee  £34,401 to £43,500 pa 6.8% Employee  £43,501 to £60,700 pa 8.5% Employee  £60,701 to £86,000 pa 9.9% Employee  £86,001 to £101,200 pa 10.5% Employee  £101,201 to £151,800 pa 11.4% Employee  £151,801 or more pa 12.5% Employee  11.5% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 14 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |