

Post Title

Bursary Finance Assistant – Term Time Only

Location

Craven College, Skipton (Multi-Site)

Rate of pay

Craven College Harmonised Pay Scale

Conditions

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

Post No.

B258A

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

BACKGROUND

Providing students with financial support to ensure they can access and thrive in their education is of high importance to the college. The role of Bursary Finance Assistant plays an important part of this priority by ensuring all students are aware of the financial support which they may be eligible to apply for.

MAIN JOB PURPOSE

You will be the main point of contact at Craven College for student Bursary's. You will provide a professional and caring response to all students requiring financial support and guidance. You will assess students' eligibility for the bursary entitlement based on Government and Craven College policies.

You will work closely with the Head of Student Experience & Inclusion and the Student Service Manager to remove any financial barriers for students accessing their education.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To process in a timely manner Student Bursary Applications and assess students' eligibility for bursary entitlement based on Government and Craven College policies.
- To be responsible for gathering evidence of eligible financial documentation and to process this accordingly.
- To ensure the maintaining of confidential financial documents in line with GDPR and the disposal of such documents.
- Process weekly student travel payments in line with finance and BACS payments.
- To be responsible for student Bus passes and liaising with the bus companies regarding the ordering and processing of the passes on a termly basis.
- Facilitate access to free College meals across all campuses.
- Process other third party payments and deal with any queries relating to these.
- Check student attendance each half term to review their attendance against their payments.
- Direct support for vulnerable students bursaries ensuring all required documentation is in place and payments are set up as a priority.
- Keep students updated to changes for claims.
- Communicate with other key agency workers and internal staff and parents/guardians

- Responsibility of the petty cash within student services and the reconciliation.
- Provide accurate financial reports to the Head of Student Experience & Inclusion termly basis to monitor bursary spending.
- To process Adult Community Bursary in accordance to the Government and college procedures.
- To inform the Student Service Manager of any financial regulation changes that require amending within the College policy.
- Other support which may arise as frameworks change.
- To work flexibly as an effective team member within the department and across college including finance;
- To improve and develop financial systems and procedures to enhance efficiency;
- To liaise effectively with students, staff and management across the College;
- To maintain a tidy working environment by uploading and logging all relevant paperwork in a logical and systematic manner on an ongoing basis;
- To participate in the College's Appraisal scheme and undertake professional updating/staff development as required to meet the needs of the Department and College;
- You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- Any other duties commensurate with grade and status as may reasonably be requested.
- To assist in the production of the Student Services monthly management accounts;
- To provide financial information and impartial advice on matters relating to financial support including Bursaries, Travel, Advanced Learner Loans and HE financial support.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Minimum educational qualifications, GCSE Grade A*-C or equivalent in Maths and English;
- High level of numeracy with attention to detail;
- Proficiency in the use of spreadsheets;
- Ability to relate to young people, with an interest in their future development;
- Excellent organisational and interpersonal skills, and a pleasant telephone manner;
- Excellent customer service skills;
- Ability to interpret and apply procedural and guidance notes and instructions;
- Ability to assimilate and present full and accurate information, both verbally and in written format, in a clear and non-confrontational manner;
- Ability to deal with personal information in a confidential and sensitive manner;
- Experience of planning, organising and prioritising work to meet pre-determined deadlines;
- Previous experience of undertaking similar financial control duties;

Desirable

- Accounts qualification to AAT level 2;
 - Experience of computerised accounting systems;
 - Ability to process a high volume of paper-based transactions with accuracy;
 - Willingness and ability to work on own initiative with minimal supervision, and also to function as part of a small team;
 - Knowledge of accounting concepts and practices;
 - Experience of year end accounting procedures;
 - Ability to work under pressure and to meet deadlines.
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