



Candidate Information

Position: Student Finance Manager
School/Department: Finance
Reference: 23/111196
Closing Date: Monday 11 September 2023
Salary: £37,099 - £44,263 per annum.
Anticipated Interview Date: Tuesday 26 September 2023

JOB PURPOSE:

The post holder will be a member of the Student Finance Management Team and will be responsible for managing the Tuition Fee Team, to deliver a range of professional services to students, academic support staff, academics and funding organisations on a range of activities relating to the assessment and collection of the University's tuition fee income.

MAJOR DUTIES:

1. Assist in ensuring that the University Policy and operational procedures in respect of tuition fee setting, calculation and collection are implemented in an effective and timely manner.
2. Assist in ensuring the effective delivery of the business objectives of Student Finance Office, in line with the annual Operational Plan by the management, supervision and delegation of duties to the Student Finance Supervisor and the Tuition Fee Team.
3. Responsible for the management of all business processes for the calculation, billing and collection of tuition fees and related charges, through the Student Information System (Qsis), to include self-financing billing, sponsor billing, SLC loan collection, Direct Debits and Payment Plans, ensuring they are robust and implemented in full, in line with the Operational Plan.
4. Responsible for co-ordinating, planning and managing the finance stages of enrolment and registration. This includes liaising with teams outside Finance delivering student services, ensuring staff and student helpers are sufficiently trained, and organising the necessary resources, including IT and other infrastructure requirements.
5. Responsible for managing the daily administration of the International Payment Acceptance Platform, identifying, and diagnosing problems and ensuring timely resolution of these.
6. Responsible for the financial management of a portfolio of external sponsors, including international and UK government sponsor agencies. Ensure that all the legal requirements/regulations of the sponsors are adhered to ensure debt is minimised. To include the processing and reconciliation of payment, co-ordination of audit certification, preparation/support for audit and audit follow-up.
7. Oversee the financial administration, analysis and collection of income for Higher Level Apprenticeship and DfE Skills Initiative programmes. Ensure that all the legal requirements/regulations of the Schemes are adhered to. To include the processing and reconciliation of payment, co-ordination of audit certification, preparation/support for audit and audit follow-up.
8. Responsible for the financial administration, collection and reimbursement of all income collected on behalf of the University's Partner Colleges and for the and collection of all income due for degree validations undertaken by the University.
9. Responsible for the management of all External Joint Supervision Agreement with International Partner Colleges, ensuring fee arrangements are accurately calculated and collected in line with the terms of the Agreement.
10. Responsible for the effective maintenance and development of the Student Financials module of the Qsis, to include annual roll-over activities and User Acceptance testing and to include the Enrolment and Registration Portal and testing of all other Student Financial solutions within Qsis.
11. Oversee the management of the refund processes for tuition fee income ensuring robust controls are in place and adhered to.
12. Responsible for providing detailed Key Performance Indicator reports on a monthly basis for the Student Finance Accountant detailing the activities and work supported by the Tuition Fee team, analysing activities against the SFO Operational plan and agreeing future actions, as required.
13. Attend internal and external meetings as required, representing the Student Finance Office on Groups/Teams as required. Deputise for the Student Finance Accountant and Tuition Fee Accountant in their absence.

14. Responsible for the completion of Performance Development Reviews and all attendance monitoring for staff in the Tuition Fee Team.
15. Provide other duties in support of the overall aims and objectives of the Finance Department and the University as required.

ESSENTIAL CRITERIA:

1. Fully qualified member of a recognised accountancy body (ACA, ACCA, CIMA, CIPFA or IATI or equivalent) plus relevant experience of managing income or transaction processing in a substantial Finance function, within a large organisation. Or, in the absence of the above qualification significant relevant experience of managing income or transaction processing in a substantial Finance function, within a large organisation.
2. Experience of managing Finance staff.
3. Relevant financial experience including credit control and audit management.
4. Knowledge and experience of IT packages, including complex spreadsheet design and usage.
5. Experience in using a large integrated financial management system.
6. Experience in data collation, analysis and the preparation of reports.
7. Good interpersonal skills, with the ability to conduct effective internal and external relations and to deal appropriately with confidential and sensitive issues.
8. Personal resilience and ability to manage competing priorities within demanding timeframes.
9. Ability to work accurately, independently with a high level of self-motivation, whilst also working and supporting a wider team.

DESIRABLE CRITERIA:

1. Experience of using Oracle / Peoplesoft Solutions.
2. Experience of working in the HE Sector.