

JOB DESCRIPTION

JOB TITLE: Student Funding Manager

LINE MANAGED BY: Depute Head of Finance

JOB PURPOSE & OBJECTIVES

The Bursary Manager is responsible for managing the bursary and financial support programs for students within the college. This role involves assessing student financial needs, processing applications, and ensuring that financial aid is distributed fairly and efficiently whilst providing a high level of customer care to funding applicants and always ensuring accuracy and confidentiality.

KEY RESPONSIBILITIES

Student Financial Assessments: Assess and verify student financial needs through detailed financial assessments and documentation.

Bursary Applications: Manage the processing of bursary applications, ensuring accuracy and compliance with college policies.

Financial Aid Distribution: Oversee the distribution of financial aid to eligible students, ensuring timely and accurate payments. Calculate payments and repayments for Bursaries, EMAs, Childcare Funds, Discretionary Funds and any other student funds. Authorise payments to students via BACS system.

Policy Implementation: Implement and maintain bursary policies and procedures, ensuring compliance with regulatory requirements.

Student Support: Provide support and guidance to students regarding financial aid options, eligibility criteria, and application processes.

Budget Management: Manage the bursary budget, ensuring funds are allocated effectively and efficiently.

Reporting: Prepare regular reports on bursary activities, including financial summaries and compliance reports. Manage the collation of student attendance data and compile reports. Provide relevant information and reports to the Bursary Appeals Committee.

Collaboration: Work closely with other departments, such as admissions and student services, to ensure a coordinated approach to student financial support. Liaise with Admissions/Guidance/Curriculum staff to ensure that students receive accurate information on funding. Liaise with Finance staff regarding student funding payments/ overpayments.

Compliance Monitoring: Monitor and ensure compliance with internal and external financial regulations and standards. Enter and retrieve data on the College Management Information / Student Funding System and in manual records and ensure compliance with the requirements of the Data Protection Act and the Freedom of Information Act. Ensure the implementation of all College policies.

Continuous Improvement: Continuously review and improve bursary processes and procedures to enhance efficiency and effectiveness. Develop and monitor internal systems of control.

Team Leadership: Line manage the Bursary team, fostering a culture of accuracy, integrity. Supervise the preparation of and authorise issue of invoices for the repayment of award

overpayments. Assist in the roll out of training to the team to enable continuous improvement within all key processes.

Other: Carrying out any ad hoc duties as requested by the College.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Created: December 2024