

Student Funding Manager

Person Specification

Attributes	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	HND or similar level of qualification in Administration, Business or Accounts based subject
Experience	<p>Student Funding experience including record keeping experience</p> <p>Experience using Word and Excel</p> <p>Self-motivated and able to demonstrate experience of working with an attention to detail</p>	Experience of preparing for Audits
Skills/Knowledge	<p>Good communication skills</p> <p>Ability to work alone or as part of a team</p> <p>Excellent IT skills</p>	<p>Ability to deal formally and informally with people at a variety of levels</p> <p>Knowledge of preparation of monitoring information/internal and external audit</p>
Other	<p>Approachable</p> <p>Enthusiastic</p> <p>Flexible attitude to work</p> <p>Confident and motivated</p>	