

JOB DESCRIPTION

JOB TITLE: Student Funding Advisor

LINE MANAGED BY: Student Funding Manager

JOB PURPOSE & OBJECTIVES

Reporting to the Student Funding Manager, the Student Funding Advisor is primarily responsible for providing financial advice and support to students, helping them navigate various funding options and ensuring they receive the financial assistance they need to succeed in their studies. This role also supports with the assessment of 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: Support the Student Funding Manager in the assessment and verification of student financial needs through detailed financial assessments and documentation.

Financial Guidance: Provide tailored financial advice to students, including information on bursaries, grants, loans, and other funding options.

Application Assistance: Assist students with the application process for financial aid, ensuring all necessary documentation is complete and submitted on time.

Disbursement Management: Support the Student Funding Manager in the disbursement of financial aid to eligible students, ensuring timely and accurate payments.

Policy Implementation: Implement and maintain financial aid policies and procedures, ensuring compliance with college and regulatory requirements.

Student Support: Offer support and guidance to students regarding financial planning, budgeting, and money management.

Reporting: Prepare regular reports on bursary activities, including financial summaries and compliance reports. Assist in the control, monitoring, and collation of attendance data from portal registers and/or attendance/absence records, compile reports and calculate payments and repayments of student funds as appropriate. Assist in the preparation of records for both internal and external audits, liaising with other areas of the College, such as Finance, MIS and the Faculties to ensure that inputs to audits are appropriate.

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. In addition, liaise with external public bodies to ensure awareness and understanding of their policies, procedures, eligibility criteria and resulting impact on students.

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.

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

Other: Carrying out any ad hoc duties as requested by the Student Funding Manager.

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.