



Student Funding Advisor

Department:

Student Services & Experience
Ref: SSE-043/P

Salary:

Salary in the range of £26,396 to
£31,412 per annum

***Closing date for applications:**

**12:00 noon on Tuesday 3 January
2023.**

Interviews are expected to take place
week commencing the 9 January 2023.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all applications submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

Are you interested in joining the number one University in Greater Manchester for student satisfaction?

We are looking for an experienced, enthusiastic, dynamic and motivated Student Funding Advisor. You must possess a “can-do” attitude and be a motivated team player who can deliver excellent customer service in a demanding and fast-paced environment.

The Student Funding Advisor is required to provide advice and guidance on Student Funding, Funding Bodies, Bursaries, Scholarships and Hardship Support. The successful candidate will have effective communication skills and be able to maintain a confidential, helpful and cooperative manner when working under pressure. You should be committed to working with a diverse student body and be able to show sensitivity to individual difference.

The Student Funding Advisor is also expected to contribute to the development of a professional money advice and guidance service and to deliver money management session to students in innovative ways utilising a bespoke Financial Management platform called Blackbullion. Alongside providing an important front facing service the Student Funding Advisor will be required to carry out administrative tasks in relation to all financial awards made to students by the University and will have to monitor and evaluate the effectiveness of the financial support provided. The successful candidate will contribute data to official returns and assist in the preparation of Access and Participation Plans.

Student Services operate throughout the academic year and during vacation periods. The department has strict rules on when leave can be taken during busy periods such as enrolment, graduation and clearing.