



Senior Academic Fees Assistant

Department:

Finance

Ref: FIN-054/P

Salary:

Salary in the range of £25,627 to £30,497 per annum.

***Closing date for applications:**

**12:00 noon on Monday 26
September 2022**

Interviews are expected to take place within 4 weeks of the closing date

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. 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.

The University of Bolton has set out on an ambitious enhancement agenda as a 'teaching intensive, research informed' University. Over the last 2 years, the University has seen rapid expansion.

As a result of this expansion, we are now looking to recruit an enthusiastic, proactive, and motivated Senior Academic Fees Assistant to join our Academic Fees and Invoicing Team.

Reporting to the Academic Fees and Invoicing Manager you will be part of the team overseeing the diverse and challenging work of managing the University's student funding and course fee invoicing function.

You will be required to liaise with numerous internal and external stakeholders, at all levels, from departments across the University, Overseas partners, the NHS, employers, and the Student Loans Company. You will also be required to respond to enquiries from students and have excellent oral and written communication skills. The successful candidate will be passionate about and have a proven track record of providing excellent customer service with the ability to assist students, staff, and external stakeholders in resolving issues relating to student funding.

You should possess strong organisational and interpersonal skills, be self-motivated with the ability to motivate others and have experience of working in a challenging environment with the requirement to achieve multiple deadlines.

The ability to manage large amounts of data and maintain data integrity, with proven experience in the application of information technology is essential. This is a fantastic opportunity for someone looking to further their career in the University sector.

Previous applicants need not apply