

Job Description

Post:	Senior Academic Fees Assistant
School / Service:	Finance Office
Reference:	FIN-047/P
Grade:	Grade 5
Status:	Permanent
Hours:	Full-Time
Responsible to:	Academic Fees and Invoicing Manager

Main Function of the Post:

- To be responsible for the effective and efficient invoicing of a range of course fees, monitor changes to student records and managing adjustments to students' course fee accounts as required in line with relevant procedures, policies and regulations.
- Manage the timely invoicing of Off-Campus international programmes in accordance with relevant partner contracts.
- To assess the fee status of applicants referred to the team by the Admissions Service. Advising Admissions, students and employers of assessment outcomes and liaising with the Academic Fees and Invoicing Manager on matters of appeal.
- To provide information, advice and guidance to University colleagues and students on all aspects of the section's responsibilities.

Principal Duties and Responsibilities:

1. The accurate and timely invoicing of course fees in accordance with agreed procedures, policies and agreements, to facilitate the timely receipt of course fee income.
2. Liaising with staff in Schools of Study, Off-Campus Division, Apprenticeship Development and Student Support Services to monitor changes to student records and undertake appropriate changes to a student's, employer's or partner organisation's fee liability.
3. Maintain and develop appropriate systems to enable the efficient and accurate processing of data and invoicing of fees. To identify and establish new systems and processes required to ensure continued data integrity and meet the requirements of changing funding regulations and partner contracts.
4. Maintain key departmental databases and student records within the central Student Information Records System ensuring the integrity and validity of the University's student records data.
5. To undertake the Assessment of Student Fee Statuses to establish student eligibility to pay home or international fees, based on their immigration status. Enabling the University to comply with UKVI requirements and the accurate submission of HESA/HESES funding returns.

6. Maintain accurate and secure records including contracts, financial records, changes of student status, immigration and related personal documents and assessment outcomes to ensure compliance with regulatory and audit requirements.
7. To contribute to the wide range of day-to day operational activities of the Academic Fees and Invoicing function in accordance with standard operating procedures and with minimal supervision.
8. Respond to enquiries from students, staff and sponsors regarding invoicing, fee liability, funding eligibility, fee status and outstanding debts. Providing relevant advice and guidance to resolve issues and concerns.
9. To interview students when necessary, being sensitive to their needs and respecting confidentiality.
10. Maintain a current, up to date knowledge of regulations and policies relevant to the work of the section and apply them as appropriate; ESFA funding regulations, Education (Fees and Awards) Regulations, University Course Fee Policy, UKVI regulations, Partnership Financial Agreements, etc.
11. To prioritise and plan work to achieve multiple conflicting deadlines within limited time frames whilst maintaining the accuracy and validity of data.
12. Maintain confidentiality in all aspects of the university's business to ensure the integrity and credibility of the university is maintained and protected. Maintaining integrity and confidentiality of data in compliance with data protection regulations.
13. Utilise available information technology in the execution of the sections work and contribute to the development of new processes required to meet the responsibilities of the section.
14. To liaise with and advise other departments/units on issues relating to course fees, student fee liabilities, student funding regulations, fee status assessments and changes to student records.
15. To participate in appropriate staff development activities.
16. To participate in the implementation of the University's equal opportunities and diversity policy.
17. To undertake such duties as may reasonably be expected within the scope and grading of the post. This may involve providing temporary cover for colleagues working at a higher or lower grade.
18. To be professional, co-operative and flexible in line with the needs of the post, the service and the University.
19. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Person Specification

Post:	Senior Academic Fees Assistant	Reference:	FIN-047/P
School / Service:	Finance	Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a) Honours Degree or relevant equivalent experience		1	Application Form / Documentation
1 b) GCSE A-C in English and Mathematics, or equivalent standard of education		1	Application Form / Documentation
2 Skills / Knowledge			
2 a) Plan and organise activities, deploying resources effectively being skilled at determining priorities and managing multiple deadlines		1	Application Form / Interview
2 b) Able to use methodical and systematic approaches to investigate and solve problems and to determine a course of action		1	Application Form / Interview
2 c) Highly organised and able to prioritise and manage own workload and the work of team members to achieve deadlines		2	Application Form / Interview
2 d) Knowledge and experience of reviewing and interpreting regulations, policies and contracts		2	Application Form / Interview
2 e) Ability to research and develop systems to implement agreed policies and keep pace with changing funding requirements		1	Application Form / Interview
2 f) Able to present information clearly, accurately and concisely to students and colleagues		1	Application Form / Interview
2 g) Able to understand and apply complex regulations and convey complex information to lay audiences		1	Application Form / Interview
2 h) Able to work diligently and develop approaches to identifying and confirming the accuracy of data from both internal and external sources		1	Application Form / Interview
2 i) Excellent communication skills, both in writing and orally. Able to produce factual written correspondence in response to internal and external enquiries and interact effectively and professionally with staff and stakeholders at all levels		1	Application Form / Interview
2 j) Effective administrative skills e.g. organised record keeping, retrieving, analysing and presenting data.		1	Application Form / Interview
3 Experience			
3 a) Experience of invoicing processes, audit and data capture		1	Application Form / Interview
3 b) Proven track record of maintaining a helpful and cooperative manner when dealing with difficult situations and working under pressure		1	Application Form / Interview

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School / Service: Finance		Priority (1/2)	Method of Assessment
Criteria			
3 c)	Experience of the requirements associated with operating within an environment where there is a requirement to comply with issues of confidentiality	1	Application Form / Interview
3 d)	Experience of operating in a context where there is a requirement to demonstrate public accountability	1	Application Form / Interview
3 e)	Proven experience and competency in the application of Information Technology including Microsoft Excel & Access and student relational databases	1	Application Form / Interview
3 f)	Experience of managing large amounts of data across multiple information systems and platforms	1	Application Form / Interview
3 g)	Experience of accurately interpreting and applying policy and regulations e.g. The Education (Fees and Awards) Regulations, University Course Fees Policy, UKVI regulations, Student Loans Company business rules, etc	1	Application Form / Interview
3 h)	Experience and ability to challenge and improve existing procedures	1	Application Form / Interview
3 i)	Experience of working with a wide range of external stakeholders and developing successful partnerships.	1	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment displaying commitment to service excellence	1	Interview
4 b)	Highly organised and able to prioritise and manage own workload and the work of team members to achieve deadlines	1	Interview
4 c)	Able to work effectively as part as a team and as an individual under own initiative	1	Interview
4 d)	Able to establish effective working relationships with a range of stakeholders	1	Interview
4 e)	Sensitive to individual difference and in dealing with colleagues/partners and stakeholders from different cultural back grounds	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview
4 g)	Able and willing to adapt to changing demands, procedures and routines	1	Interview
5	Other		
5 a)	Adherence to the University's commitment to equal opportunities and a diverse culture	1	Interview
5 b)	Willing to work flexibly and travel as appropriate in order to meet the needs of the service, being prepared to work outside normal office hours if occasionally required	1	Interview
5 c)	Willing to undertake staff development opportunities, as appropriate to the role/duties	1	Interview

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Criteria			
5 d)	Awareness and adherence to the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview

Note:

1. **Priority 1** indicates **vital** criteria - extremely unlikely that a candidate would be successful if unable to satisfy any one of these.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.