JOB DESCRIPTION

POST TITLE	:	Funding Compliance Officer
SCALE	:	Support Scale
SALARY	:	Up to £38,349 depending on experience
RESPONSIBLE TO	:	Funding and Quality Manager
CLOSING DATE	:	5.00pm, Wednesday 29 January 2025
INTERVIEW DATE	:	Thursday 6 February 2025

Main Purpose of the Post

To ensure the compliance and accuracy of College ILR and student funding returns for Apprenticeship Education. The postholder will ensure that funding income and key performance indicators (KPIs) are maximised, and guidance is followed and shared.

Responsibilities

1 Funding:

1.1 To have an excellent understanding of the funding regulations for Apprenticeship delivery and being proactive in ensuring that knowledge and understanding remains up to date.

1.2 Work in partnership with Divisional Heads, Funding and Quality Manager, Curriculum Managers, Curriculum Principals and Additional Learning Support and Administrative Teams to ensure maximum income and KPIs are achieved.

1.3 Have a good awareness of current HE and FE funding methodologies to provide funding compliance support to the wider funding team.

1.4 Ensure that knowledge and understanding is shared with team members within the administration and data teams, providing training and support as appropriate.

1.5 Analyse and forecast funding and KPI outturn; recommending ways to improve income and efficiency.

1.6 Ensure appropriate systems and processes are in place to collect student data for the Individualised Learner Record (ILR) returns.

1.7 Liaise with the Funding and Quality Manager to ensure quality systems and funding rules and regulations are adhered to when optimising income.

1.8 Be aware of proposed changes to funding methodologies and raise awareness of and planning for the impact of changes on processes, procedures, income and KPIs.

1.9   Work with and advise the teams across college with regards to Additional Learner Support (ALS), Discretionary Learner Support Funds (DLSF) and High Needs Learners.

1.10   Work with the Data and Software teams to ensure systems and validation reports are robust and actioned.

2   Audit:

2.1   Ensure that all data returns are accurate and will comply with internal and external audit requirements.

2.2   Use the appropriate validation and checking tools to ensure submitted data is complete, compliant and maximises funding and KPIs (for example DSATs, FIS, HUB, Score reports).

2.3   Complete sample audits throughout the year to check compliance with funding and data processes.

3   General:

3.1   Work closely with the Funding and Quality Manager and IT and Systems Team to ensure effective reporting and data validation.

3.2   Work closely with the Apprenticeships Team to ensure effective data collection and processing.

3.3   Take an active part in the cross-college groups relative to the role.

3.4   Ensure compliance with GDPR.

3.5   Provide support to the enrolment process, including planning and enrolment briefings.

3.6   Assure full compliance within the areas of defined responsibility and more broadly across the College with key policies notably equal opportunities and Health and Safety.

3.7   Assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.

3.8   To carry out such other duties as the Principal may reasonably require.

NOTES:
The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If however after consultation, the person concerned is not in agreement with the proposed change, the grievance procedure would be utilised.

Burnley
College

LOCATION:
The post is initially located on the College's main site. However, from time to time the postholder will be required to work on different duties, or in any other location, within his/her competence, in all cases regard will be given to the qualifications, experience, current duties and responsibilities and personal circumstances of the postholder.

HOURS:
37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. Core hours are as follows:

Monday – Thursday 8:40am – 5:00pm
Friday   8:40am – 4:35 pm
(One hour lunch break each day)

PERSON SPECIFICATION

POST: **Funding Compliance Officer**

DIVISION: **Funding**

QUALIFICATIONS		Essential(E)/ Desirable(D)	To be identified by:
1	Good general education at Level 3 (A level equivalent)	E	Application form
2	Level 3 Qualification in IT or Maths	D	Application form
3	Degree level Qualification (or equivalent)	D	Application form
KNOWLEDGE/SKILLS			
1	Detailed understanding of Apprenticeship funding methodology	E	Application form/ Interview
2	Understanding of Higher Education/Further Education funding methodologies including ILR returns	D	Application form/ Interview
3	Ability to communicate effectively	E	Application form/ Interview/Test
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Analysis, problem solving and decision-making skills	E	Application form/ Interview
6	High level of IT literacy	E	Application form/ Interview
7	Awareness of Safeguarding legislation	D	Application form/ Interview
EXPERIENCE			
1	Experience of working with Apprenticeship Funding	E	Application form/ Interview
2	Experience of ensuring improvement in data accuracy	E	Application form/ Interview
3	Experience of working with complex management systems and administrative procedures	E	Application form/ Interview

BUILDING FUTURES **CHANGING LIVES**

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.

disability confident EMPLOYER

| 4 | Experience of data analysis and validation | E | Application form/ Interview |
| 5 | Experience of monitoring statistics and producing analytical reports to provide effective advice and guidance | D | Application form/ Interview |

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/ Interview
3	Self-motivated and ability to prioritise own workload whilst balancing demands and priorities	E	Application form/ Interview
4	Good team working skills and commitment to team working	E	Application form/ Interview
5	A commitment to ongoing professional development	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason) *	E	References/ Occupational Health Assessment

Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.

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disability
confident
EMPLOYER