

## Job Description

<b>Group Member:</b>		Luminate Education Group	
<b>Job Title:</b>		Funding and Compliance Officer	
<b>Reports to:</b>		Deputy Head of Funding and Compliance	
<b>Job Grade</b>	LEG C	<b>Department</b>	MIS Funding and Compliance

### SPECIFIC RESPONSIBILITIES:

1. To support MIS managers in the accurate processing of data, in compliance with the funding rules, including data validation reports such as the Provider Data Self-Assessment Toolkit (PDSAT), Funding Rules Monitoring (FRM) and other data exception reports.
2. To maintain an in-depth knowledge of all relevant funding rules, including 16 to 19 study programmes/Adult Skills Fund/Apprenticeships/Advanced Learner Loans/Higher Education and Individualised Learner Record (ILR) and audit requirements, and to provide advice and guidance and to train stakeholders accordingly.
3. To support internal and external audit assignments, in order to provide assurance on controls and compliance within the college in line with funding bodies' methodologies.
4. To provide information, training and assistance as required to college staff on MIS, administrative, funding and audit procedures.
5. To undertake administrative duties relating to Additional Learning Support (ALS) to ensure compliance with the relevant funding rules.
6. To support campus-based school admin teams during main enrolment to resolve issues and provide advice and guidance where required.
7. To assist with the annual centralised archiving of student enrolment-related documentation.

### CORE RESPONSIBILITIES:

1. Support the Head of MIS Funding and Compliance and the Deputy Head of Funding and Compliance to achieve the objectives of the MIS Funding and Compliance Team.
2. Support the provision of specialist advice and direction as well as ensuring the delivery of a number of processes and services, including: student records, applications, enrolment and induction, to drive funding maximisation and continuous performance improvement/compliance.
3. Support internal and external audit assignments, in order to provide assurance on controls and compliance within the college in line with funding bodies' methodologies.
4. Be the initial point of contact for curriculum school administration teams.
5. Liaise on all MIS data, funding and audit requirements.
6. Implement compliance checks to ensure compliance with funding requirements.

7. Assist with the annual centralised archiving of student enrolment-related documentation.
8. Any other duties that are specific to the department.
9. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
10. Ability to participate in evening/weekend work as required.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

##### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

##### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

##### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

##### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

##### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

##### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Funding and Compliance Officer
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 3 or above Administration qualification or equivalent (or substantial, relevant and demonstrable experience)	A / C
E	Q2. GCSE English and maths at grade C or above (or equivalent)	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Extensive knowledge and understanding of FE and HE funding methodologies, or demonstrable ability to quickly gain that understanding.	A / I
D	EK2. Knowledge of the Individualised Learner Record (ILR) and its processes, including Provider Data Self-Assessment Toolkit (PDSAT), Funding Rules Monitoring (FRM), Funding Information System (FIS), Learning Aim Reference Service (LARS), etc.	A / I

D	EK3. Experience of using student record systems and curriculum planning tools.	A / I
D	EK4. Experience of working within Further or Higher Education.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. A commitment to providing high-quality service, demonstrating excellent customer service skills employing a strong customer focus.	A / I
E	SC2. Results focused with the ability to work effectively under pressure and to strict deadlines, paying particular attention to detail.	A / I
E	SC3. Highly motivated and determined to succeed, with a willingness to learn new skills	A / I
E	SC4. Ability to review and improve processes and procedures.	A / I
E	SC5. Ability to work autonomously with minimal supervision, and within a team, effectively managing workload and priorities, referring to senior management by exception.	A / I
E	SC6. Excellent presentation skills	A / I
E	SC7. Able to demonstrate flexibility and adaptability for example, if necessary be available to work outside office hours if necessary during busy periods.	A / I
E	SC8. Methodical, logical and intelligent approach to the provision of pragmatic business solutions.	A / I
E	SC9. Ability to acquire new skills quickly.	A / I
E	SC10. Excellent written and verbal communication skills with all levels of staff.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I