**Job Description**

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| **Directorate** | Finance & Corporate Services |
| **Department** | MIS |
| **Section** |  |
| **Job Title:** | Senior Funding and Planning Manager |
| **Grade:** | Up to £46,364 |
| **Reports To:** | Vice Principal - Finance & Corporate Services |
| **Responsible For:** | Exams Manager, Funding & Planning Manager, Timetable & Resource Allocation Administrator |
| **Principal Accountabilities:**  In managing the key departments of Exams, MIS and Timetabling, this post is responsible for ensuring that the College operates efficient and effective processes for the administration of student data, handling of examinations and allocating staffing and other resources in the delivery of the curriculum through business planning and ongoing activities.  Focussed on external reporting to ensure compliance with funding body regulations, this post ensures that the College meets its obligations and maximises revenue from external funding bodies. | |
| **Key tasks:**  Responsible for ensuring compliance with external funding body rules and regulations to ensure funding revenues are maximised, including ensuring all returns are completed accurately and submitted in a timely manner  Act as the College's expert in relation to funding rules and regulations to support active decision making throughout the year across the College  Working with the Head of Finance, ensure that the College's business plans for curriculum delivery for the coming year are robust, accurate, clear and set in a timely manner  Working with the Head of Marketing, ensure that systems and processes are in place to process admissions in an effective and efficient manner  Responsible for the identification and selection of programs and services which will ensure a high level of efficiency in the collection and retention of student record data  Working with the Quality Unit's data team, ensure processes are in place to capture and record all necessary data so that the College management team can operate the College in an efficient and effective manner, including supporting the development and usage of data warehouse facilities  Ensure that the administration of the Examinations team is efficient, effective and compliant to support the curriculum areas  To ensure that all risks that could damage the reputation and financial viability of the College are identified and appropriate control measures are implemented. To annually review risks and maintain the risk management documentation | |
| **Special Features:**  None | |
| **Miscellaneous:**  Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review:**  This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

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| **Job Title:** | | | Senior Funding and Planning Manager | | | | |
| **Directorate** | | | Finance & Corporate Services | | | | |
| **Department** | | | MIS | | | | |
| **Section** | | |  | | | | |
| 2ticklogoIn order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.  All disabled candidates who meet the minimum essential criteria will be included on the shortlist. | | | | | | | |
| **Attributes** | | **Item** | **Relevant Criteria** | | | **How Identified** | **Essential/**  **Desirable** |
| 1 | Skills & Abilities | 1.1 | Ability to communicate in a clear, succinct and business-like manner with senior College staff and external representatives to ensure that key College deadlines are met. | | | A/I | E |
|  |  | 1.2 | Ability to manage MIS resources effectively so that information is processed in a timely manner. | | | I | E |
|  |  | 1.3 | Ability to understand complex funding systems and associated documentation and to resolve issues with the relevant funding organisations. | | | I | E |
|  |  | 1.4 | Ability to advise staff and provide training on funding regulations. | | | I | E |
|  |  | 1.5 | Ability to understand, manage and develop complex database systems and to extract meaningful and cogent data in the most suitable format. | | | I/A | E |
|  |  | 1.6 | Ability to perform financial modelling factoring in variables and producing “What if?” scenarios. | | | T | E |
|  |  | 1.7 | Ability to handle multiple concurrent requests for information. | | | I | E |
|  |  | 1.9 | Ability to lead and develop staff to promote a culture of excellence in service and quality | | | A/I | E |
| 2 | General & Special Knowledge | 2.1 | Thorough knowledge and experience of the operation of funding and MIS systems within General FE Colleges. | | | I/A/T | E |
|  |  | 2.2 | Detailed knowledge of the ILR and the processes used to make the return. | | | I/A/T | E |
|  |  | 2.3 | An excellent understanding of audit processes and the challenges that this presents in the context of MIS and funding. | | | I | E |
|  |  | 2.4 | Understanding of timetabling software and the operation of an electronic register system. | | | I | E |
| 3 | Education & Training | 3.1 | Qualified to Level 4 in an IT related subject OR substantial professional experience and training in MIS and Funding. | | | A/C | E |
|  |  | 3.2 | Qualified at level 2 in English and Maths | | | A/C | E |
| 4 | Relevant Experience | 4.1 | Substantial experience of working in role related to funding and information systems. | | | A | E |
|  |  | 4.2 | Substantial experience of MIS work in a General FE College. | | | A | E |
|  |  | 4.3 | Substantial experience of leading and developing a team of staff to deliver excellence | | |  |  |
|  |  | 4.4 | Experience of using business planning software to track performance against targets. | | |  |  |
| **Key:** | | | **How Identified** | **A** | Application | | |
| **I** | Interview | | |
| **T** | Test | | |
| **C** | Copy of Certificates | | |
| **P** | Presentation | | |