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| **Job Description** |

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| Role Title | Finance/Visa Admin Officer |
| Location | Bellerbys College Brighton |
| Reports to | Head of Finance and Operations |

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| **Job Purpose:**  Providing administrative support to the Head of Finance and Operations. Providing financial advice to all students and carrying out financial and administrative tasks for the college. |
| **Job Scope:**  • Routine administrative tasks  • No budgetary or staff responsibilities  • Key contacts: students, parents of students, agents, by e-mail, face to face and telephone. |

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| **Key Responsibilities:**   * Deliver a friendly, efficient and professional customer service to students, agents and parents. * Carry out routine financial tasks, complete spreadsheets and maintain up to date financial information. * Assist Finance Manager with fee collection and credit control; contact students and parents so that outstanding debt can be collected; maintain up to date spreadsheets to reflect income and level of debt. * Take payments from students; print statements, check deposit request forms at end of term and action payment. * Prepare and send out enrolment letters, invoices, instalment reminders and statements to students, parents and agents. * Keep Study Global financial system up to date; make changes to reflect bookings, payments, in- centre book sales, exam payments, credit deposits and arrange / record refunds by cash or cheque. * Answer general financial queries from students, parents or agents. Assist Finance Manager with financial and general admin projects as required. * Assist with visa extensions, chase students whose visas/ Passport are due to expire and book UKVI appointments for students. Upload and check new intake’s visas * Liaise with academic programme /IAC staff RE: UK visas/course changes/accommodation; Assisting Post-arrival admissions, arrange centre transfers between other Studygroup centres and Brighton. * CAS issuing and visa advice for progressing student within Bellerbys only; Contact point for students, agents, and parents regarding accounts or visa matters via email, telephone, or face-to-face * To carry out any other reasonable duties required by senior management |

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| **Qualifications & Experience:**   * + - Work experience or qualification in the fields of Customer services; Finance; Education     - A-Level English & Mathematics     - Certified at enhanced DBS level (check undertaken prior to employment) |

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| **Knowledge and Skills:**   * + - Excellent communication oral, written, numerical, articulation and communication skills     - Good IT skills – Microsoft Office Suite( e.g. Word, Excel, Outlook)     - Good organisational skills     - Excellent interpersonal skills     - Ability to work to a demanding schedule and delivery deadlines. |