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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.
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