

JOB DESCRIPTION	
Job title: Fund Manager – System Administrator	Accountable to: Student Funds Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £34,943 - £42,914	Grade: 4
Service: Student Funding	Location: High Holborn
<p>What is/Who are Student Funding?</p> <p>The Student Funding Service at University of the Arts London is an integral part of Student Services, and the student journey and experience as a whole. We aim to improve the student experience by providing professional duty and expertise in areas covered by the Student Funding Service.</p> <p>The Student Funding Service is responsible for the dispersal of Funds from governmental and internal sources, to students. The team manages the process relating to the approval and dispersal of funds by the Student Loans Company, US Department for Education and FE Discretionary Funds. The team is also responsible for the promotion, financial assessment and dispersal of donor scholarships and bursaries and the University Hardship Fund.</p>	
<p>What is the purpose of the role?</p> <p>The role will take end to end responsibility for the set-up and management of all Student Prizes, across the University, in the Fund Manager tool in SITS (the Student Record System). This will include:</p> <ul style="list-style-type: none"> - the setup of an online form for College Teams to inform the Funding Team about any new prizes and the details these. - the setup of the prize fund in SITS - the generation of payments files <p>The set-up and generation of payments will be in line with relevant University Policies and Financial Standing Orders.</p> <p>The postholder will ensure that departments managing funds prizes have complete and accurate data on the distribution of funds to students for management and decision making purposes.</p> <p>The postholder will also be required to setup Scholarships and Bursaries funds within SITS, this would include Research and Donor scholarships.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To lead the process for the setup and distribution of prize funds to students across the University and deliver a customer focused service to colleagues across the University and students. • To liaise with Colleges, Research Departments and other central departments across the University to ensure the distribution of funds for prizes are well planned and organised and to set realistic expectations on the lead times for distribution of funds to students. • To review existing fund set up ensuring they are maintained correctly and set up against the correct fund type • To ensure that the Fund Management Tool in SITS is used to its full potential, influencing future developments to ensure it remains fit for purpose. 	

- To process new request to set up or roll over funds for scholarships, bursaries and prizes in the Funding Management Tool in SITS, ensuring that every fund is properly authorised, complies with relevant University Policies and Financial Standing Orders.
- To process requests to distribute prize funds to students in a timely and accurate manner, following up on pending approvals.
- To process amendments to the distribution of prize funds due to student withdrawals or partial time outs, liaising with the Income Services Team where amendments results on students being liable to return funds to the University.
- To ensure all queries on the distribution of funds for prizes to students are satisfactorily resolved with 5 working days
- To develop online forms to support the setup and approval process for student prizes.
- To report on the distribution of prize funds to College and the Finance Department on a monthly basis.
- To demonstrate a flexible, understanding and supportive approach to the circumstances of our customers, particularly students, to enhance the student experience.
- Network with fellow professionals in the wider community to ensure professional knowledge remains current and maintain awareness of the UK higher education agenda.
- To play a full role in the team duties of the Student Funding Service.

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Finance Department
- College Finance Teams
- Research Department
- Development Department
- Academic Registry Systems Team

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): Fund Management Tool in SITS (systems administration)

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Commits to own development through effective use of the University's appraisal scheme and staff development process. • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post, including, but not limited to: <ul style="list-style-type: none"> SITS MS Office Outlook Intranet Web/Internet • Has basic knowledge of financial and accounting principles and sales ledger management. • Knowledge of Further and Higher Education funding administration, government agency processes and relevant products.
Relevant Experience	<ul style="list-style-type: none"> • Familiarity and experience of HE funding administration. • Experience of setting up funds using the Fund Manager Tool in SITS is essential. • Experience of system setup of Student or other Record Systems. • Excellent numeracy skills and experience of paying attention to detail to ensure accuracy in all aspects of the work.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p> <p>Ability to distinguish between the need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information.</p>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: 03/06/2019