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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** MIS Compliance & Audit Officer

**Department:** Management Information Systems (MIS)

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of MIS

**Reports:** n/a

**Salary / Scale:** Business Support Band 7 £22,868.00 - £24,954.00 per annum

**Date of Issue:** September 2022

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1. **Main Purpose of the Post:**
   1. To ensure the 16-19 and Adult provision meets the compliance standards for ESFA funding rules
   2. To work with the Head of MIS to prepare student data in readiness for external audit
2. **Specific Responsibilities:**
   1. Drafting and maintaining all processes and procedures relating to 16-19 and Adult funding provision, focussing on audit requirements.
   2. Designing and maintaining all appropriate documentation, ensuring this complies with current regulatory and statutory guidance.
   3. Monitoring of monthly funding reports to identify and resolve errors and ensure income is received as expected.
   4. Monitor and action funding and monitoring reports from the ESFA and ensure that robust documentation is available for compliance.
   5. Responsible for data interrogation using ESFA supplied software, e.g., DSAT and action where necessary
   6. To be the main point of contact regarding eligibility for Adult fee remission claims
   7. Carry out regular audit sampling to identify and resolve errors and provide assurance as to readiness for future audits.
   8. Process all change of circumstance requests relating to a learner’s record, including personal details, course alterations and changes to a learner’s personal circumstances that may relate to funding claimed.
   9. Monitor changes to funding and compliance rules and regulations, ensuring relevant parties are kept informed and updated, offering training as appropriate.
   10. Monitor and report on any significant changes to data that will impact on College KPIs after each ILR return.
   11. Carry out PLR checks to ensure Condition of Funding compliance is accurate.
   12. To maintain and ensure all relevant departmental documentation is scanned onto college systems and monitor any missing evidence
   13. To ensure all EHCP, High Needs and Bursary learners are flagged on the system and all supporting paperwork for funding claims are in place
3. **General Duties:**
   1. To comply with the requirements of College Policies and Procedures.
   2. To be aware of the principles of safeguarding children and young people as they apply to the role with the College.
   3. To be responsible for the College’s Performance Development Review Procedures, participating in the College’s staff development and training schemes and identifying and providing training and development for staff to meet the requirements of their jobs.
   4. To be responsible for the adherence of the College's Single Equality Scheme, and actively promote and implement the Scheme as it applies to the role within the College.
   5. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   6. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   7. To manage student conduct in accordance with college policies.
   8. Promote the welfare of young people and vulnerable groups in all aspects of college life and to ensure safeguarding arrangements are adhered to at all times.
   9. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   10. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   11. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area other than that to which they were originally appointed.

Core Benefits

Local Government Pension Scheme Health Cash Plan (Subject to conditions)

33 days holiday (including bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

(\*\* = pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed: …………………………..………………….…… Date: ……………………..

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

**Person Specification – MIS Compliance & Audit Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level |  | X |
| Management Qualification |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| **Experience & knowledge** |  |  |
| Current experience of working in a FE or similar environment |  | X |
| Experience in monitoring business activities and reporting on progress including highlighting key trends and recommending action to be taken. | X |  |
| Experience of internal and external audit regimes and practices |  | X |
| Experience of interrogating and editing large scale databases | X |  |
| Experience of writing reports with information from a variety of different sources |  | X |
| Experience of dealing with external professional bodies and organisations | X |  |
| Experience of introducing and embedding new processes and procedures | X |  |
| Experience of delivering training to others | X |  |
| **Ability/ Skills** |  |  |
| Ability to develop positive and productive relationships with a range of stakeholders | X |  |
| Outstanding organisational/administrative skills | X |  |
| Outstanding interpersonal communication skills | X |  |
| Capable and skilled in using a range of IT packages including Microsoft Word and Excel | X |  |
| Ability to present complex data and information in a user friendly format to others | X |  |
| Ability to analyse and interpret data and information |  | X |
| Ability to write reports, business correspondence and business procedure documents | X |  |
| Able to maintain total confidentiality | X |  |
| Ability to interpret organisational priorities and align operations and strategies |  | X |
| Ability to positively influence others. | X |  |
| **Personal Attributes** |  |  |
| Dynamic, positive and engaging style. | X |  |
| Evidence of ability to learn successfully from past experience to improve future performance | X |  |
| Ability to engage with outside stakeholders at all levels | X |  |
| Ability to communicate effectively with other staff, managers and cross college functions. | X |  |
| Ability to work to multiple deadlines in sometimes challenging situations and tight timeframes. | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Resilient and resourceful | X |  |
| Possess a positive “can do” attitude. | X |  |
| Flexible approach to work in order to meet business demands | X |  |
| Willingness and ability to work at any site or location given reasonable notice | X |  |
| Awareness, understanding and commitment to good health & safety practice. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Services Website.