

London Borough of Havering Job Profile

Job Title: MIS, Exams & Finance Supervisor	Directorate: Children's, Adults and Housing Services
Service/Section: Learning & Achievement, Havering Adult College	Post Number(s): Job Evaluation Number:
Grade:	Date last updated: August 2018 Date of last Evaluation:

Main Purpose of the Job/Key Objectives:

Responsible for the management of processes of data returns to, and funding claims of, the Skills Funding Agency and Education Funding Agency.

Responsible for the development of data analysis to inform programme planning, delivery and quality monitoring.

Responsible for acting as the designated Data Management Lead for Havering Adult College, in matters concerning data protection and associated legislation and procedures

Responsible for the management and implementation of all processes relating to the examinations function of the college.

Supporting the development, management and maintenance of appropriate systems to ensure that the financial arrangements operate effectively and efficiently.

Job Context:

1. The postholder reports to the Quality & Curriculum Manager.
2. The postholder manages the MIS, Exams and Finance Officer
3. The postholder has responsibility for overseeing the compilation of annual Further Education funding claims to the Skills Funding Agency and Education Funding Agency. The postholder also has responsibility for the processing of orders relating to the examinations function. The postholder also is required to assist in the processing of orders and invoices, including coding and entering details in the appropriate system.

4. The postholder has the responsibility of being the designated Data Management Lead for the College. This involves keeping up-to-date on all national and Council specific responses to legislation, and the dissemination of required actions, as well as representing the College at appropriate boards and meetings.

Experience

Experience of working in the Further Education sector, working in a team and working on their own initiative is essential. Experience of establishing innovative solutions to problems as well as the ability to respond flexibly to change is also essential. Knowledge of Microsoft Word, Microsoft Excel and knowledge of the Further Education system is essential. Problem-solving skills of complex issues, management of complex information flows, excellent communication skills, keyboard skills and use of software packages on a PC are also essential.

Qualifications

Level 2 English and Maths qualifications are essential.

Working conditions/circumstances

The postholder will be based at the Adult College at Bower Park in Romford, although they may be required to work in any one of the Councils sites. Suitability to work in an environment where contact with children, young persons and/or vulnerable adults will be required. The post may involve occasional evening events, so some flexibility in attendance patterns may be required from time to time to accommodate special circumstances. Full driving licence and access to a car or alternative travel arrangements are necessary.

Key Accountabilities and Result Areas

Key accountabilities identify the main areas of work and responsibilities of the role and are intended to be a guide to the range and level of work expected of the postholder. This is not be an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Key Result Area	Expected End Result
Main duties - MIS: <ul style="list-style-type: none">• Responsible for the collection and preparation of data for input into the MIS system.• Responsible for inputting of data into the MIS system, ensuring ULNs are created/updated as appropriate and accuracy is maintained at all times.	Systems are monitored, CDM's maximise funding. Data inputted in a timely and accurate manner.

<ul style="list-style-type: none"> • Carrying out regular audits of data to ensure its accuracy, utilising DSAT and other software. • To continually monitor funding methodologies and implement all necessary changes to maximise funding earned by the College in conjunction with Curriculum Development Managers (CDMs). • To work in conjunction with SMT, CDMs, Centre Support staff and Central Services colleagues in order to provide College-wide timetables and associated data on a regular basis, to assist in course planning and monitoring. • Prepare funding and statistical returns to funding bodies, central government and Council departments. • Develop and update a timetable of MI reporting requirements. • Prepare and disseminate statistical analyses including bespoke and ad-hoc reports to Senior Management Team (SMT), CDMs and others. In conjunction with SMT, to interpret EFA/SFA funding initiatives in order to maximise funding available through various funding streams. • Deliver any necessary training to the Central Services team. • To work in conjunction with Central Services staff to obtain information required by EFA/SFA in respect of examination results, disability and learning difficulties (and associated funding where relevant), as well as general processes and procedures of Central Office, eg college prospectus, enrolment, publicity, staffing, etc. • To develop links with software providers and other users of PLUS system to ensure practices are up-to-date. • To develop and implement systems for the collection of data from external partners for input into the MIS. • To ensure partners adhere to the agreed timetables for data collection. • To ensure that partners maintain records in the correct format and to required standards. • To develop reports in conjunction with partners to enable them to monitor and plan their provision. 	<p>Funding maximised</p> <p>Determine types of reports to be produced.</p> <p>Data returns submitted in a timely and accurate manner. Timetable agreed and reports disseminated using appropriate software.</p> <p>Training delivered</p> <p>Networks maintained and practices updated.</p> <p>Regular contact made with providers to ensure accuracy and timeliness of data returns.</p> <p>Reports produced as necessary.</p>
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<ul style="list-style-type: none"> • To monitor funding generated by partners to ensure that they deliver the agreed level in conjunction with the line manager • To effectively line manage the MIS, Exams & Finance Officer in their duties. • To be the designated Data Management Lead representing Havering Adult College to ensure compliance with local and national requirements surrounding data protection, use and maintenance. 	<p>The MIS/Finance/Exam functions are smooth running and effective</p> <p>The college remains compliant with the law, and does not breach any personal data security protocols.</p>
<p>Main duties - Exams:</p> <ul style="list-style-type: none"> • To lead on processing and disseminating examination and assessment related material to Centre Support and academic staff and candidates at appropriate times throughout the year. • Responsibility for the registration of learners with appropriate awarding bodies at appropriate times throughout the year. • Arrange appropriate accommodation and engagement of invigilators in respect of courses which have externally set formal end of course and on-line examinations at different times of the year. • Produce and disseminate examination information to all teachers and learners. • Monitor and record the status of all accredited courses at regular intervals throughout the year, to ensure that all are at the appropriate stage in the registration process, according to each qualifications individual regulations. • Preparation, despatch and/or distribution of all certificates, including in-house certificates. 	<p>Teachers and learners receive timely information and paperwork.</p> <p>Accurate information on learners registration at appropriate times. Accommodation and invigilators in place. Information receipted in a timely manner. Registration information updated to show current position. Certificates despatched in a timely manner.</p>
<p>Main duties - Finance:</p> <ul style="list-style-type: none"> • Assist in the processing of orders and invoices, including coding and entering details in the appropriate register. • Administer the petty cash/pre-paid card accounts including making payments and support the College Bursar in reconciliation. • To inform and implement the management and development of appropriate systems and documentation in respect of the various Education & Skills Funding Agency and 	<p>Orders and invoices processed accurately and timely.</p> <p>Ensure that all required financial returns are made in a timely and accurate manner.</p>

<p>Student Loan Company funding, income from fees and refunds as appropriate and income from sub-contractors</p> <ul style="list-style-type: none"> • To ensure that sub-contractors payments are made in accordance with agreed timetables. 	
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Additional Requirements

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- Comply with Health and Safety Regulations associated with your employment.
- You may be required to work in any one of the Council's sites.
- Demonstrate a flexible approach in the delivery of work within the service cluster. Consequently, the postholder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- Necessity to visit outlying College Centres when required.

London Borough of Havering Competency Profile

Job Title: MIS, Exams & Finance Officer Grade: Scale APTC SO1

Competency	Level	Criteria to be Evidenced (Description)
Communicating Openly and Effectively	B	<ul style="list-style-type: none"> • Considers in advance the differing needs of others and adapts style accordingly, using appropriate language and methods of communication • Communicates clearly and influences well under pressure, using a range of methods to influence others, e.g. explains benefits and willingly gives and shares relevant information with others. • Summarises information to check understanding • Expresses thoughts and ideas clearly and consistently and objectively discusses options • Approachable and responsive to people's needs

Delivering excellent customer service	B	<ul style="list-style-type: none"> • Proactively gathers information about customers and consistently seeks to establish and meet their current and future needs • Analyses and understands delivery and range of services, providing solutions to individual customer needs • Develops and maintains constructive relationships with customers • Takes pride in delivering high quality services and seeks to expand own skills • Constantly questions “how will this benefit the customer?” • Seeks customer feedback to identify ways to improve customer experience
Achieving Results and Success	B	<ul style="list-style-type: none"> • Assumes personal responsibility for achieving outcomes and making appropriate decisions and is considerate of others and their contributions • Monitors and evaluates own performance against targets • Develop new ways of working to achieve results • Demonstrates high personal standards as an example to others and delivers what they agree • Is consistently positive and remains focused and flexible when faced with competing demands and priorities • Allocates time and resources to reflect priorities • Seeks information to aid decision making
Planning and Implementing	B	<ul style="list-style-type: none"> • Plans and prioritises workload to ensure deadlines are met through busy periods • Monitors and adjusts plans as necessary • Communicates the plans to appropriate staff / stakeholders • Makes effective use of time • Balances short term requests with long term priorities • Determination and commitment

Respecting Others	A	<ul style="list-style-type: none"> • Acknowledges the positive contribution that everyone can make • Shows respect and understanding for all individuals, irrespective of gender, ethnic origin, race, disability, age, sexual orientation and religion • Is open, ethical and honest • Delivers what they have promised • Generates respect and trust • Considers impact of own actions and tries to cater for the differing needs of others • Challenges inappropriate and discriminatory behaviour • Escalates inappropriate behaviours and actions to the appropriate person/s • Uses language and behaves in an appropriate way, treating others fairly and professionally. • Respects confidentiality wherever appropriate
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