



# Job Description:

## Student Finance Administrator

(Fixed Term Contract for 5 months)



**Student Finance Administrator  
(Fixed Term Contract for 5 months)  
REF: FIN008-833**

**The role:**

Working closely with the Student Finance Coordinator and Finance team. The post of Student Finance Administrator will assist in developing, maintaining and administering all aspects of student financial support. The post will be primarily based at Southport College but will be required to be flexible and move across two sites in busy periods.

**Responsible to:**

The postholder is responsible to the Finance Manager.

**Key Accountabilities and Responsibilities:**

1. Assist with developing and using the current bursary system - PayMyStudent and procedures in response to funding aimed to support students through their studies e.g. Bursaries, Childcare funds, Hardship Funds, Travel arrangements and free meals.
2. To assist with ensuring that clear recording and monitoring systems are in place to meet the guidance associated (both external and College based) with each fund, including audit requirements.
3. To process the assessments of eligibility for all applications within set time frames.
4. To assist with monitoring budgets and provide reports associated with each funding stream.
5. To assist with reviewing and maintaining College policies and procedures in relation to all student support funds.
6. To record appropriate data and to provide information for reports and returns in a timely manner.
7. To check attendance of students where appropriate to fulfil requirements of funding e.g. Care to Learn.
8. To respond to changes in requirements for distribution / reporting of funding, including assisting with introduction of new funding streams as appropriate.
9. To work with key staff to ensure that funding systems are operating effectively and within procedure.



10. To assist with enabling students to access financial support as required in order to remove barriers to access education and to maximise their ability to achieve and progress.
11. To assist with maximising distribution of funds whilst ensuring compliance to funding body regulations.
12. To contribute to cross College development activities, including
  - Enrolment
  - Admissions
  - College based promotional events
  - Off site promotional events
13. Use College IT systems in order to complete your duties and responsibilities.
14. To undertake any other duties commensurate with the post which may, from time to time be required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 3 qualification or above	E	A
Level 2 qualification in Literacy and Numeracy, or equivalent	E	A

Experience		
Good understanding of working within the education sector	D	A/I
Experience of computerised financial accounts	D	A/I
Proficient in Excel and other Microsoft packages	E	AS
Experience of liaising with outside organisations	D	A/I
Experience of working in a customer focussed environment	E	I
Experience of introducing procedures from interpretation of policies and regulations	D	I



Knowledge, Skills and Attributes		
Able to work quickly and accurately under pressure and meet deadlines	E	I
Ability to prioritise a busy workload effectively	E	A/I
Ability to work flexibly both in teams and in unsupervised situations	E	I
Ability to use own initiative	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£24,177.00 per annum

#### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to



provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

#### Timetable for Appointment:

**Deadline for receipt of applications: Friday 27<sup>th</sup> March 2026 (10:00am)**

**Interviews will be held: Wednesday 22<sup>nd</sup> April 2026**

#### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

