darlingtoncollege

JOB DESCRIPTION

Job Title: Funding Compliance Manager

Grade: PM1

Responsible to: Head of Registry Services

1. Purpose of Job

- To ensure all Tees Valley Combined Authority (TVCA) requirements are submitted accurately and in a timely manner
- To ensure all Darlington College and associated subcontractor learner data and paperwork is compliant with both college and funding agency requirements.
- To contribute to the management, development and co-ordination of student data and funding systems across the College.

2. Principal Accountabilities

2.1   To manage the integrity and compliance of data associated with student activity within the College. This will include:
- Working with managers to create and monitor the TVCA Delivery Plan
- Liaising with managers and staff to complete and submit TVCA templates, reports and case studies
- Keeping up to date with TVCA funding rules and requirements and informing relevant managers and staff of changes to and differences with ESFA rules
- Calling TVCA learners to collect destination information
- Keeping up to date with all other funding rules and undertaking regular funding and compliance audits for all college provision, including subcontractor provision and sampling documentation
- Working with the Quality Partnership Officer to ensure subcontractors are adhering to relevant funding methodologies and rules
- Contributing to the development of systems and procedures to ensure an efficient and co-ordinated approach to all aspects of data validation and compliance
- Utilising appropriate tools to maintain the integrity and credibility of learner data, eg PDSAT, F&M reports, Score reports and internal reports
- Assisting the Head of Registry with external audits and inspections

2.2 To support the management of the processing and validation of data associated with apprenticeship student activity within the College. This will include:
- Supporting the line management of the apprenticeship team
- Creating and validating ILR files

2.3   To provide data and reports to managers and staff. This will include:
- Producing timely and accurate reports to support the College decision making process.
- Maintaining access to relevant systems and giving relevant staff access, eg FIS, Submit Learner Data, LRS etc

3. General

- Undertake appropriate continuing professional development
- Deputise for the Registry and Exams Managers, when required.
- Undertake evening and weekend work when required to cover application and enrolment events, audits and inspections and exams
- Perform such other duties commensurate with the grade of the post, as required by the Line Manager.

4. Experience and Qualifications

	Essential	Desirable
Qualifications:	NVQ Level 4 or equivalent or willingness to work towards.	Degree or qualification in numerical discipline.
Work Experience:	Excellent organisation and management skills Experience of using Microsoft Excel to analyse data Experience of report writing	Knowledge and application of post 16 funding methodologies. Experience of data and funding audits in the Further Education sector The ability to use functions and formulas in Microsoft Excel to analyse data Experience of line managing a team
Special Aptitudes:	Energy, drive and commitment to implementing effective change A capacity to thrive under pressure and reliably meet challenging deadlines The ability to motivate staff to improve performance and standards and achieve targets while simultaneously ensuring a compliance culture Well-developed IT skills in supporting excellent presentation and communication skills. Exceptional attention to detail and accuracy Commitment to safeguarding children and vulnerable adults.	
Interests:	Excellent IT skills, including word processing and spreadsheets.	
Disposition/Attitude:	Ability to: Enjoy a climate of change Learn quickly Communicate effectively Work productively with staff at all levels across the College	

5. Equal Opportunities

5.1. Darlington College is committed to recognising and promoting equality and diversity within the community. We wish to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

5.2. Applications are therefore welcomed from all persons regardless of their sex, marital status, ethnic origin, disability, religious belief, age or sexual orientation provided they have the necessary attributes to carry out the job role.