

## Job Description and Person Specification

### Job details

Job title: **Funding, Data & Compliance Manager**

Grade: **Grade K – £37,071**

Reports to: **Service Improvement and Operations Manager**

Responsible for: **Funding, data and compliance**

Directorate and Service area: **Public Health & Wellbeing – North Northants Adult Learning Service**

### Purpose of the job

To ensure the delivery of timely and accurate funding and performance returns and reporting. oversee the maintenance, development and implementation of appropriate MI systems and solutions.

To Line manage the Management Information System (MIS), Exams and Data teams.

The post-holder will work closely with the Senior Management Team (SMT) and other curriculum and service area teams.

### Principal responsibilities

1. To effectively manage the MIS, Data, Finance and Exams teams having an overview of day-to-day operations, to ensure systems and validation reports are robust and actioned
2. To proactively support with Curriculum Planning ensuring compliance with, and full efficiency of, the ESFA funding and data rules.
3. To keep abreast of external funding developments and manage their impact on the service delivery having an excellent understanding of the ESFA funding regulations
4. To use the appropriate validation and checking tools to ensure submitted data is complete, compliant and maximises funding and KPIs. To work in partnership with curriculum and business support leaders to ensure maximum income and KPIs are achieved
5. To ensure that knowledge and understanding is shared within the MIS, Examination, Curriculum and Data teams, providing training and support as appropriate
6. To ensure that all data returns are accurate and comply with internal and external audit requirements, and that appropriate systems and processes are in place to collect student data for the Individualised Learner Record (ILR) returns
7. To liaise with the appropriate SMT members to ensure quality systems and funding rules/ regulations are adhered to when optimising income
8. To be involved in sample audits throughout the year to check compliance with funding and data processes
9. Taking a lead in supplying and analysing TERMS data using TERMS Enterprise Reports, Crystal Reports, MapInfo and other tools. Using these reporting tools to operate, maintain and further develop

a robust system for providing regular TERMS-related management information to stakeholders, and train colleagues in correct interpretation, as required

10. Develop systems, procedures and software applications in line with changing business needs, ESFA requirements and the Service Plan. As well as a detailed knowledge and understanding of the software, this will require ongoing liaison and a solid working relationship with software suppliers.
11. Through the line management of the MIS manager oversee the development and implementation of appropriate MI systems and solutions, in accordance with NNC policy on data protection. These systems provide accurate data and finance reports on behalf of ALS, for contract compliance
12. To produce reports and analysis for the Senior Management Team in order to support a culture of continuous improvement and academic performance
13. To manage, advise and support the Examinations Senior Administrator in invigilation and processes to ensure that the service meets the requirements of Audit compliance and JCQ
14. Work closely with curriculum and service teams to prepare for annual Self-Assessment and OFSTED inspection

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

#### **If a DBS Disclosure is required for the role, include the following clause**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

#### **What work type does this role fit into?**

Flexible/hybrid

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ol style="list-style-type: none"> <li>1. Level 4 qualification in academic or professional business management or business administration</li> <li>2. Maths and English at Level 2, Grade A*-C or equivalent</li> <li>3. Significant and comprehensive experience of database applications and database administration</li> </ol>	<ol style="list-style-type: none"> <li>1. Project Management qualification</li> </ol>
Experience and Knowledge	<ol style="list-style-type: none"> <li>1. Experience of working in a publicly-funded post-16 FE or adult education provider.</li> <li>2. Up-to-date, relevant and substantial experience of working with Management Information Systems</li> <li>3. Experience of managing and motivating staff</li> <li>4. Experience of mentoring and coaching staff</li> <li>5. Experience of working within external quality frameworks (such as Ofsted, Matrix etc)</li> <li>6. Knowledge and understanding of ESFA funding methodologies and rules</li> <li>7. Detailed knowledge of data returns complying with ESFA funding regulations</li> <li>8. Excellent data analyse skills to help with reviewing large volumes of information and monitoring and reporting on KPIs.</li> <li>9. Knowledge of examinations and exam board requirements</li> <li>10. Experience of working with a range of exam boards</li> <li>11. Good knowledge of financial administration, including the maintenance of financial systems and preparation of financial report</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of using Terms MIS systems</li> <li>2. Knowledge of data analysis tools such as EXCEL and/or SQL</li> <li>3. Experience of preparing and supporting ESFA funding audits</li> </ol>

Attributes	Essential criteria	Desirable criteria
	12. Experience of budget management and reporting 13. Knowledge of data security and GDPR regulations	
Ability and Skills	<ol style="list-style-type: none"> <li>1. Strong organisational skills with an ability to manage own and teams varied workload and meet deadlines</li> <li>2. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Education, ILR and management information systems</li> <li>3. Excellent communication skills including the ability to give and receive information and advice effectively to a wide range of audiences</li> <li>4. Ability to constructively challenge whilst understanding other people's viewpoint</li> <li>5. Ability to analyse, interpret and present data/funding reports</li> <li>6. Highly effective communication skills both orally and written</li> <li>7. Positive and energetic with a proactive approach to getting things done, including finding creative and innovative solutions</li> <li>8. Highly motivated to work with partners, and other colleagues to meet service objectives</li> <li>9. High attention to detail</li> <li>10. Reliable with a flexible approach to working hours</li> <li>11. Committed to developing others, supporting their wellbeing and helping to manage their workload</li> <li>12. Ability to travel between a variety of locations across the county</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to write successful bids</li> </ol>