

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

Post Title: **Funding, Performance and Standards Analyst**

Reporting to: **Head of MIS and Exams**

Responsible for: **n/a**

Main purpose of post:

- To assist in ensuring all individual learner record information, including funding returns and claims are submitted to the appropriate external agency.
- To ensure that all claims made are accurate and completed in a timely manner.
- To provide reports to the Strategic Leadership Team on the accuracy and audit compliance of data returns.
- To provide reports to the Strategic Leadership Team to allow effective and timely performance monitoring.

To be responsible for the following areas of work:

1. To ensure that the ILR is validated and audit compliant.
2. Assist the Head of MIS and Exams in the ILR claims process, including rectification of errors, submission and generating funding reports after ILR submissions.
3. Ensure that all funding data (16-18, AEB, Apprenticeships and HE) is recorded accurately and is complete.
4. Understanding of the ILR requirements to ensure the continued accuracy and timeliness of data held, including detailed knowledge of ILR field values and their importance.
5. Awareness and knowledge of all funding methodologies to be sustained, and supporting colleagues to increase their knowledge and understanding of funding.
6. Run regular reports using a variety of software e.g., Pro Solution, FIS, PDSAT reports etc. to amend data where necessary to ensure funding returns are audit compliant.
7. Support colleagues to access data and reports, necessary to support them in their work e.g., exams, ALS etc.
8. To complete HESA returns, accurately and in a timely manner.
9. To prepare financial month end information for the management accounts.
10. To prepare and run reports to carry out audit checks on key student and employer data.
11. Proactively engage with the curriculum departments to ensure that all students are accurately enrolled, in a timely manner, and meet all ILR requirements.
12. Proactively engage with the curriculum departments to ensure an understanding of the importance of the data, and support Heads of Curriculum, and Curriculum Managers to interrogate data effectively and accurately.
13. To assist with the digital Apprenticeship Service account to ensure that all apprentices are included on the account, the correct funding is generated and that the details match the Colleges MIS.

14. To assist with the accurate downloading of ULNs from the Learner Record System into the MIS, and the generation of new ULNs in accordance with regulations.
15. To assist with the accurate downloading of qualifications on entry from the learner records system.
16. To support the main enrolment process including continuing enrolments throughout the year.
17. To support with exam invigilation as and when required.

Other duties

1. To promote a culture of excellence and continuous improvement throughout areas of responsibility, ensuring that performance is regularly evaluated.
2. To be responsible through the staff development and performance review process for your training and development.
3. To proactively implement the College's policies and procedures.
4. To determine, assess and manage risks associated with the area of responsibility.
5. To act as a fire warden for a designated area of the College building in the event of the activation of the fire alarm.
6. To perform any other such relevant duty that the Principal may reasonably require.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk.

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

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| Date: August 2023 | Signature: |
| Issue No: 1 | Ref: |

LEEDS COLLEGE OF BUILDING**PERSONNEL SPECIFICATION****POST: FUNDING, PERFORMANCE & STANDARDS ANALYST**

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------|--|---|--|
| RELEVANT EXPERIENCE | Significant experience of working with Pro Solution, and making funding returns for FE and HE funding. Experience of analysing data and reporting information. Experience of working with Microsoft products. Experience of handling/producing statistical information and reports. | Experience of working within the Education sector Experience of Relational Database structures | Application Form Interview/Test |
| EDUCATION & TRAINING | Business Administration qualification at level 3 or equivalent | Evidence of additional IT training courses | Application Form Qualification Certificates |
| SPECIALIST KNOWLEDGE AND SKILLS | Good organisational skills Good communication skills Ability to meet deadlines, work under pressure and retain accuracy of information. | Good understanding of college processes and funding procedures, including funding rules. Ability to present complex information clearly and simply. Experience of SQL | Interview |
| ADDITIONAL FACTORS | Flexible approach to work Flexibility to work across all College sites. Commitment to customer care The College is committed to Equality & Diversity, | Innovative approach to problem solving | Interview |

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