UNIVERSITY OF WARWICK

Job Description

Job Title	Senior Finance Officer
Department	Finance
Grade	FA5

Job purpose (a brief summary of the role)	To manage the fee generation team within Student Finance. To be responsible for the overall generation and invoicing of tuition fees and related charges for the University. To develop and maintain the Student Accounting Module (SAM), finance related tables and functionality within the SITS Student Records System and any associated interfaces.
Duties and responsibilities	1. Overall control and generation of fee income for the University. Production of fee income reports to ensure the completeness and accuracy of the fee data for all departments across the University and external bodies such as the SLC and NHS. Analysing data for the Finance Office, Departments and external bodies such as the SLC to ensure that all fees are generated on a timely basis and to the right accounts. Managing the update of sponsor data and links with enrolment processes to ensure that fees can be generated for students at the earliest opportunity each year to ensure timely payment and to ensure excellent standards of customer service to students though our online account management service and invoice generation processes. 2. Management of the system tables and core data regarding fee generation within the Student Accounting Module (SAM) of SITS. Annual collation of fee data from Fees Working Group and updating of fee tables to generate correct fee levels each year. Creating new fee profiles and managing the creation of internal orders required for new fee profiles from the SAP system. Liaising with Departments and Finance Link Officers to ensure that fees income for new courses is generated to the right profit centres within SAP. 3. Overall responsibility for data quality on SAM, finance related tables within SITS and associated interfaces with SAP. Identifying and solving problems in relation to fee income generation and overseeing the daily imports to SAP. Reconciling the SITS and SAP interfaces. Overall responsibility for data transfer between the University and Student Loans Company (SLC) systems and reconciliation of data interfaces. 4. Shared supervision of the fee generation team within Student Finance and take responsibility for recruitment, performance and discipline of the team. Provide training on all fee generation matters, SLC systems and interfaces for staff in the wider Student Finance and Student Funding Teams as well as within Academic Departments across the University. Be the first point of contact for any problems regarding student fee income matters across the University. 5. Prepare documentation and guidance on fee generation processes and the annual timetable of invoicing of tuition fees co-ordinating with the enrolment team for both new and returning students. Prepare documentation and guidance on the use of external systems such as the SLC SIS system and the SLC course database system. 6. Liaise with external contacts to support and represent the University and Student Finance, and to develop the services provided to students and other internal and external customers. 7. Support the Student Finance Manager in and project related work surrounding the areas of fee income generation and wider Student Finance matters.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A high standard of education, with an Honours degree, equivalent qualification or equivalent work experience.	A
E2	Minimum of 2 years' experience in a similar field/financial institution.	A,B & C
E3	Knowledge of processes involved in generating fees and invoicing within a multi-million financial environment.	A,B & C
E4	Advanced IT skills and prior experience of using Excel and managing IT systems.	A,B & C
E5	Ability to analyse data, enhance procedures and identify system improvements.	A,B & C
E6	Experience of managing, testing and implementing IT systems.	A,B & C
E7	Excellent communications skills.	A,B & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Qualifications in a financial area.	A