

Senior Academic Fees Assistant

Department:

Finance

Ref: FIN-047/P

Salary:

Salary in the range of £25,217 to £30,046 per annum.

***Closing date for applications:**

12:00 noon on Friday 21 May 2021

Interviews are expected to take place within 4 weeks of the closing date via Zoom

If you would like to apply for the above role, please submit a covering letter (no more than 2 sides of A4) confirming your current salary, right to work in the UK and suitability for the post together with a full CV by email to: jobs@bolton.ac.uk Please remember to quote the position reference number.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

The University of Bolton has set out on an ambitious enhancement agenda as a 'teaching intensive, research informed' University. Over the last 2 years, the University has seen rapid expansion with an increase in both external partners and apprenticeships.

The University is looking to recruit a Senior Academic Fees Assistant to join an enthusiastic and proactive team. The role-holder will oversee the invoicing of Apprenticeship and Off Campus international course fees in addition to determining the fee status of students prior to commencement of study. The successful applicant will assist in ensuring the data integrity of the student records system, and the University's billing function.

Reporting to the Academic Fees and Invoicing Manager, you will be required to liaise with numerous internal and external stakeholders at all levels including departments across the University, Overseas partners, employers and the SLC.

You will also be required to respond to enquiries from students and have excellent oral and written communication skills.

You should have a substantial knowledge and understanding of the current student funding regulatory environment and must be able to understand, interpret, and communicate to a lay audience, complex regulations and concepts; with proven experience of working with large volumes of complex and varied data. This is a fantastic opportunity for someone looking to further their career in the University sector.

You should possess good interpersonal skills, be self-motivated, have the ability to motivate others, and be able to work to strict deadlines.

A full job description and person specification for this post can be viewed on our website:

<http://www.hr@bolton.ac.uk/vacancies>