# MIS & Funding Officer
## Job Description

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|---|---|---|
| **Area** | : | **Management Information Systems (MIS)** |
| **Salary** | : | **Scale 5 £26,592 - £29,838** (*per annum*) |
| **Hours of Work** (*Full-time/Part-time*) | : | **37** |
| **Line Manager** | : | **MIS Manager** |
| **Responsibility for** | : | Processing and maintaining accurate learner data and records |
| | : | Set up and maintaining college programmes on the Management Information System. |
| | : | Monitoring the delivery hours of each programme against planned delivery hours to ensure correct hours are delivered. |
| | : | Preparing data and reports for monitoring funding and statistical returns to external bodies. |

**Main Purpose of Job:**

To provide an excellent MIS service in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the MIS Department.

**Key Duties and Responsibilities:**

(1)   Oversee the processing of learner data across all funding streams to meet Management Information requirements.

(2)   Support the wider team to maintain accurate learner records according to college requirements in relation to funding and audit.

(3)   Implement a schedule of data quality checks across all funding streams to improve data quality and optimise funding using internal and external software.

(4)   Identify and resolve anomalous data to ensure effective interpretation of the data. Report issues with data integrity.

(5)    Input, update and maintain student, enrolment, funding, timetable and register data as required.

(6)    Ensure that all enrolments, withdrawals / transfers, breaks in learning / re-starts and achievements are recorded in an accurate and timely manner.

(7)    Support the effective production of regular ILR submissions and prepare data sources to deadlines.

(8)    Develop and maintain knowledge of funding rules and sector specific guidance. Provide support and training on student funding and assessing of student fees.

(9)    Support internal and external audits. Collate and prepare documentation and undertake data checks in response to internal external audit requirements.

(10)   Contribute to the planning of the enrolment process and oversee the enrolment activity and training at specific campus(es).

(11)   Prepare data and reports for monitoring funding and statistical returns to external bodies.

(12)   Oversee the shared mailboxes to ensure that enquires are actioned in a timely manner.

(13)   Ensure prompt responses to all internal and external enquiries and queries from colleagues, parents and learners.

(14)   Support internal communications.

(15)   Provide appropriate communication in the event of emergency evacuation of the College buildings, as laid down in the College's Health & Safety Policy.

(16)   Assist with learner recruitment, including support at Open and Interview Evenings.

**Generic Duties and Responsibilities:**

(1)   Promote a culture of innovation, excellence and equality.

(2)   Reflect the vision, mission and values of the College.

(3)   Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.

(4)   Contribute to the development of and ensure compliance with all College policies, procedures and agreements.

(5)   To actively contribute to the risk management of the College.

(6)   To positively promote and implement the College's strategies on equality, diversity, safeguarding.

(7)   Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.

(8)   Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.

(9)   Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

CCSW Job Description – MIS & Funding Officer

*This Job Description is current as the date shown.  In consultation with the post-holder, it is liable to variation to reflect changes in the job.*

CCSW Job Description – MIS & Funding Officer

# MIS & Funding Officer
**Person Specification**

Cheshire College
South & West

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

| | Application Form | *Test | Interview | Psychometric Testing | Qualification Certificates | References |
|---|:---:|:---:|:---:|:---:|:---:|:---:|
| **Assessment Method** | | | | | | |
| **Education and Qualifications** | | | | | | |
| Essential | | | | | | |
| • GCSE Grade C *(4/5)* in English and Maths or equivalent | ✔ | | | | ✔ | |
| • Evidence of relevant continuous professional development | ✔ | | ✔ | | | |
| • IT qualification (*or willingness to work towards*) | ✔ | | ✔ | | ✔ | |
| • Relevant qualification at level 3 or above | ✔ | | | | ✔ | |
| Desirable | | | | | | |
| • Degree or equivalent professional qualification | ✔ | | | | ✔ | |
| **Skills and Experience** | | | | | | |
| Essential | | | | | | |
| • Experience of working and communicating effectively with people | ✔ | | ✔ | | | |
| • Understanding of the implications of data accuracy and the ability to resolve issues | ✔ | | ✔ | | | |
| • Ability to develop relationships with learners, staff and parent/carers | ✔ | | ✔ | | | ✔ |
| • Ability to work effectively with a wider staff team | ✔ | | ✔ | | | ✔ |
| • Ability to carry out and supervise administrative duties effectively | ✔ | | ✔ | | | |
| • Understanding of equality, diversity and inclusion in working and learning environments | ✔ | | ✔ | | | |
| • Excellent digital literacy skills | ✔ | | ✔ | | | |
| Desirable | | | | | | |
| • Experience of working in an educational establishment | ✔ | | ✔ | | | |
| • Ability to develop and maintain professional relationships with external agencies | ✔ | | ✔ | | | |
| • Experience of timetabling and / or audit | ✔ | | ✔ | | | |
| • Knowledge of FE Funding streams | ✔ | | ✔ | | | |

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|---|---|---|---|---|---|---|---|---|---|
| • Experience of data input using large database applications, e.g., Prosolution | ✔ | | ✔ | | | | | | |

## Personal Attributes

Essential

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| • Excellent interpersonal skills with ability to develop positive working relationships at all levels *(internally and externally to College*) and to translate ideas into actions | ✔ | | ✔ | | | | ✔ | | |
| • To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner | ✔ | | ✔ | | | | ✔ | | |
| • Excellent team-working skills | ✔ | | ✔ | | | | ✔ | | |
| • Ability to communicate clearly and concisely both in verbal and written form and to be able to present information accurately | ✔ | | ✔ | | | | ✔ | | |
| • Ability to prioritise, work under pressure and to meet deadlines | ✔ | | ✔ | | | | | | |

## Other requirements for employment/engagement

Essential

• Enhanced DBS check

Updated: Jan 2026