

JOB DESCRIPTION

Job Title:	International Finance Officer
Department:	Finance Department
Contract:	Permanent, Full-time
Salary Range:	£28,592 - £30,986 per annum
Salary Grade:	SS3
Report To:	Financial Operations Manager
Job Purpose:	To coordinate and maintain the financial operation of international student payments and scholarships. To oversee the international payment tracker, working closely with our International and Student Record teams to ensure accurate and efficient data is available on all international students.
Main Duties & Responsibilities:	1. Working with International and Student Records to align processes and ensure efficient handling of international financial transactions. 2. Monitor the international student payment journey, ensuring a seamless payment experience. 3. Monitor and engage with international students to ensure timely payments of deposits and fees. 4. Work with our Refunds team to assist on the refund process and ensure the University's Service Level Agreement is delivered. 5. Coordinate with management regarding the international payment tracker to ensure records are always kept accurate and up to date. 6. Assist as necessary in the enrolment of students. 7. Work with the International department, to support the management of agent commission payments. 8. Provide relevant departments with reports on international student fee payments, refunds, scholarships and support the risk management processes related to debt provisions.

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	9. To ensure practice is in line with the requirements of the General Data Protection Regulations. 10. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 11. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	International Finance Officer	Weighted criteria
Experience:		
1	Experience of working in a customer-facing finance role, preferably in the higher education sector.	X
2	Experience of working with international customers	X
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Skills & Abilities:		
6	Excellent attention to detail and analytical skills	
7	Proficiency in using Office 365 and analytical tools, e.g. Power BI and Microsoft Excel.	X
8	Excellent interpersonal and communication skills, with the ability to work collaboratively with diverse stakeholders.	
9	Effective organisational and time management skills	
10	Ability to maintain confidentiality and work with integrity	
Education & Qualifications:		
11	GCSE (or equivalent) at grade C/4 in English and maths or demonstrated (through professional experience) competence in respect of literacy and numeracy.	
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Training & Professional Development:		
16	Evidence of relevant continual professional development	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
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Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Evidence of a strong commitment to equality and diversity, and an appreciation of the diverse cultural context of the University.	
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