

Job Description

General Details

Job title:	Student Numbers and Forecasting Manager (FN18/01)
School/Service:	Financial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 8
Date Prepared:	September 2018

Job Purpose

Reporting to the Assistant Director of Finance and with a reporting line to the Director of Strategic Planning, the postholder will be responsible for student number reporting both internally and externally. The work will include budgeting, forecasting and monitoring the financial position in relation to student numbers, tuition fees and grant income from OfS and other sources.

Relationships

Reporting to:	Assistant Director of Finance with a reporting line to Director of Strategic Planning
Responsible for:	Not Applicable

Main Activities

External Statutory Reporting

- Evaluate the HESES/HESA recreation including: the financial implications, understand discrepancies and identify remedial action. Prepare reports for Executive on this work.
- Working with Head of Corporate Reporting and Head of Business Partnering, prepare schedules of student numbers and related income for inclusion in the University's Financial Forecasts, and in annual budgets and plans for the Schools. These will be prepared in line with the current reporting deadlines and proactively identify issues arising from these projections and address/resolve these with the appropriate budget managers and wider university management. Liaise with external auditors as appropriate.
- Working with the Planning and Business Intelligence Team , prepare the HESES return (or equivalent/related statutory returns in the future).
- Evaluate the HESES/HESA recreation including: the financial implications, understand discrepancies and identify remedial action. Prepare reports for Executive on this work.

Internal Reporting and Audit

- Working with Student and Academic Services, conduct an annual audit of student numbers at the beginning of the academic year, and conduct regular reviews throughout the year.
- Produce a monthly report to be included in the monthly management accounts, based on student numbers and a reconciliation of tuition fees billed, which will also be included in the School Health Checks.
- Prepare University student number, tuition fee and scholarship forecasts (both short and long term) in accordance with the planning timetable which has been agreed with the Executive and all budget-holders.
- Prepare student numbers reports for the Executive and the Board of Governors, comparing with the budget and previous years data.
- Calculate the budget for tuition fee income and teaching grants for the University, split by Schools and partners, working closely with the Head of Corporate Reporting and Head of Business Partnering
- Review the annual grant letter and any financial impact in relation to the University's budget and financial forecasts, reporting to the Executive.
- Audit the fee profiles and related information on the student record system on at least an annual basis (and more frequently if needed) to ensure that all relevant information is included in the records and correctly coded, to ensure that appropriate student financial information is transferred to the University Finance system, Oracle Fusion.

Business partnering and providing professional support

- Liaise with Academic Schools, Finance Business Partners and relevant colleagues in Professional Services to prepare projected student intakes for use in the calculation of student numbers to be included in the University budget. This will involve a review of both the Academic Map (of historic student numbers and agreed targets) and intelligence related to timings of course approval/closures, student retention trends, applicant behaviours and in-year performance related to admissions.
- Provide professional advice and assistance with student-related income calculation on new course proposals and business plans to Finance Business Partners, liaising on the development of new courses/business plans
- Working with Collaborative Academic Partnerships and designated Management Accountant, to monitor student numbers with reference to the relevant partnership contract, the budget and the financial forecasts.
- Working with Employer Partnerships and designated Management Accountant, to monitor and prepare reports on student numbers, income and contribution levels of apprenticeship provision in relation to the budget and business plans.
- Maintain an up to date knowledge of higher education funding and government policy development. Evaluate and report on the impact on the University of changes in policy and recommend any change to internal procedures to mitigate any potential risks.
- To undertake any adhoc projects or collaborative work on behalf of the Finance Team , as required
- To undertake any other duties as may reasonably be required by the Assistant Director of Finance and the Director of Strategic Planning
- To actively build a network within and external to the University that supports the post holder and the finance team to deliver the very best that is possible through learning from others. Identify and develop appropriate opportunities for collaborative working both internally and externally to enhance service delivery, leading by example and demonstrating exemplary collaborative personal and professional leadership style.

Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Dr Simone Clarke-Director of Strategic Planning, email: simone.clarke@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

