

Job Description – MIS Compliance Officer



Reporting to: MIS Manager

The key purposes of this role are to:

- A:** Keep up to date with all relevant funding rules
- B:** Ensure that student records are funding compliant and audit ready
- C:** Ensure that enrolment documentation is compliant with relevant funding rules
- D:** Create and maintain documentation relating to audit and compliance

| Responsibilities of this post are to: | |
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| A: Keep up to date with all relevant funding rules | Gain a comprehensive understanding of all relevant ESFA funding rules. |
| | Be able to answer questions about student eligibility for funding. |
| | Keep up to date with other rules and documentation such as the DfE, LRS and ESFA privacy statements. |
| | Gain a comprehensive understanding of the ESFA audit working papers and audit code of practice. |
| | Build a knowledge of the ILR validation rules to provide guidance and solutions for potential ILR errors and warnings. |
| | Engage with professional development including webinars and training to support your knowledge. |
| | Support the MIS manager to apply and communicate funding eligibility rules, guidance, and other relevant information. |
| | Alert the MIS Manager to any changes to the ILR structure noted in the funding rules. |
| | Alert the MIS Manager to any funding opportunities that you may discover in funding rules and guidance. |
| | Share knowledge within the team and continue to develop your expertise |
| | Communicate with other colleges to benchmark on audit and funding rules compliance and take inspiration from other colleges who have well developed processes and audit experience. |
| B: Ensure that student records are funding compliant, with supporting evidence available and audit ready | Send electronic documents for learners to sign and use checking tools to remind learners to sign if necessary. |
| | Ensure that all evidence to support ILR data is accessible in a digital format and audit ready |
| | Support with all external audits, ensuring required paperwork and evidence is available for inspection and compliant. |
| | Gather, clearly label and organise evidence for internal and external audits to send to auditors. |
| | Undertake a schedule of internal compliance audits. Reviewing learner documentation & data both manual and electronic, to verify adherence to the funding rules. |
| | Produce audit reports outlining your findings and recommendations. |
| | Agree an audit action plan with the MIS Manager. |
| Working with the teams to ensure audit action plans have been addressed. | |

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| | Preparation of the ILR returns under guidance of the MIS Manager. |
| | Use of PDSAT exception reports and other tools each month to check compliance, gather evidence or update ILR records as appropriate. |
| | Use ESFA Funding Rules Monitoring reports each month to identify and investigate potential data quality issues in the ILR. |
| | Use internal reporting tools as prescribed by the MIS Manager to identify and investigate potential data quality issues in the ILR. |
| | Assist the MIS team in working on the final ILRs for each funding year to ensure the returns are fully complete, compliant and optimised. |
| | Alert the MIS Manager to any compliance concerns within college student records which may have a material effect on funding or put the college at risk when audited. |
| | Ensure compliance with relevant legislation including GDPR and Safeguarding |
| | Investigate audit issues to determine the cause and potential resolutions. |
| C: Ensure that enrolment documentation is compliant with relevant funding rules | Maintain existing enrolment documentation to ensure it is compliant with the relevant funding rules and any other internal and external policies in place. |
| | Create new documentation to satisfy funding rules as they are introduced, or where a compliance issue is raised. |
| | Explore new and innovative ways to create and distribute documentation such as utilising online signature tools. |
| | Review documentation, considering the user experience, such as ensuring it makes sense, readable and is accessible to all. |
| | Alert the MIS Manager to any compliance concerns within college documentation or procedures which may have a material effect on funding or put the college at risk when audited. |
| D: Create and maintain documentation relating to audit and compliance | Produce and maintain detailed procedure manuals. |
| | Use the PDSAT sampler to produce ESFA audit working papers. |
| | Use the ESFA audit working papers and audit experience to produce and maintain checklists that can be used as a framework for internal audits. |
| | Create a clear audit and compliance timeline, which links to ILR return deadlines, FRM report release dates and potential ESFA audit dates. |
| | Liaise with teams to gather information about their processes and include this in documentation if necessary. |
| | Ensure documentation created is checked to ensure confidence from other stakeholders. |
| | Where applicable, suggest new reports that would support your own work and make your workflow more efficient. |

Undertaking any duty that may reasonably be required by the MIS Manager or College Senior Leadership Team

There will be opportunities in the role to expand and develop your skills if there are other areas of the MIS department that you feel you may be skilled in. These can be agreed with the MIS Manager during appraisals.

Note- this job may require occasional evening or weekend working for which you will get time in lieu or overtime by prior agreement.

Indicators / sources for reaching performance judgements (not exhaustive):

- Successful external audits.
- Internal audits completed to timeline as agreed with MIS Manager.
- Audit actions agree with MIS Manager are implemented successfully.

- Services meet user expectations.
- Compliance issues resolved in a timely fashion.
- Annual staff and student surveys remain positive.

PERSONAL SPECIFICATION

| | Essential | Desirable |
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| QUALIFICATIONS | Level 2 English and Maths to grade A-C or 9-4. | Able to write reports using Microsoft Access or SQL |
| | Able to use Microsoft Excel to organise, sort, filter and present data. | |
| | Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly | |
| SKILLS/ PERSONAL QUALITIES | Highly organised, analytical, and accurate, strong IT skills and the ability to assimilate information quickly | |
| | Good communication skills; a calm and reassuring manner; a ready appreciation of the importance of good public relations and commitment to high quality customer service. | |
| | The ability to work under pressure, meet deadlines and retain a sense of humour | |
| | The ability to work with colleagues as part of a team. | |
| | The ability to work with a high degree of confidentiality and to be reliable and trustworthy. | |
| | An interest in education and a determination to place the needs of students, staff and customers at the centre of the College's arrangements. | |
| | A readiness to respond flexibly and promptly to changing needs and circumstances, to meet the College aims and objectives. | |
| | Able to follow processes with a high degree of accuracy and the ability to identify data flaws for correction. | |
| | Flexible, willing to work across a variety of changing tasks and parts of the organisation | |
| | Able to work independently with minimal supervision | |
| EXPERIENCE | | Experience in a school or college environment would be advantageous. |
| | | Experience with ESFA funding rules |