JOB DESCRIPTION

Position Title	Deputy Manager, Student Finance
Department	Office of Student Finance
Reporting To	Manager, Office of Student Finance
Type of Position	Regular - Full Time

POSITION DESCRIPTION

The incumbent is responsible for maintaining accurate students' financial records in People Soft Campus Solution that includes all related fee and scholarship & financial aid awarded to students at the time of admission and changes made during studies. S/He is accountable to ensure timely issuance of students' fee vouchers and maintaining accurate charging, recording and collection of advance tax against student fee. The person would answerable to maintain and keep accurate and updated record of student fee and fund utilization for monthly / annual accounting closing along-with timely collection of student fee receivable as well as accurate recording and recovery of other fees in close coordination with Manager, Office of Student Finance.

DUTIES AND RESPONSIBILITIES

Student Fee, Scholarship & Financial Aid (SAFA) Management
- ✓ Maintain accurate students' financial records with relevant evidences/approvals of every semester includes related fee and SAFA awarded at the time of admission.
- ✓ Ensure timely update of changes made in students' fee, scholarship, financial aid and any status during studies with relevant evidences/approvals.
- ✓ Review of students' request for financial aid, installments and any other fee related request and timely forward it to relevant authorities.
- ✓ Ensure timely preparation of scholarship & financial aid restorations, revocations and warning reports and issue letters accordingly.
- ✓ Ensure timely reporting of changes in fee& SAFA due change in fee package, restorations, revocations & warning to all relevant system, sheets, staff, and departments.

PeopleSoft Campus Solution – Student Finance & Financial Aid Module Functional Management

- ✓ Provide day-to-day operational and functional support of both modules.
- ✓ Develop queries using Query Report Viewer of the system.
- ✓ Develop reports using BI publisher.

Student Fee Recovery & tax
- ✓ Preparation of student's fees and funds databased on enrollment.
- ✓ Calculation and charging of tax as per law in students profiles.
- ✓ Supervise in preparation of payment plans of tuition fee for all the students in PeopleSoft.
- ✓ Supervise in issuance of accurate & timely fee vouchers according to approved plans.
- ✓ Supervise in managing details of fee other than tuition fee i.e. Transport, Hostel, Library Fine, Admission, Security deposit, etc and their timely & accurate issuance of fee vouchers.
- ✓ Ensure timely collection of fee receivable within due date with the help of ageing report.
- ✓ Supervise and ensure weekly follow-ups as per SOP from students who have over-due financial dues to achieve optimization of collection.

Monthly closing & Bank reconciliations
- ✓ Supervise daily auto entries in bank and reconciliation of bank on weekly basis with update of record of fee received from students and other related information.
- ✓ Supervise tax working on weekly basis against fee received with proper details of taxpayers & timely deposit of the same.
- ✓ Timely reporting of department related account heads including all funds, different fee heads, loan and markup update.

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- ✓ Ensure timely and accurate provision of different accounting breakups of related activities to Manager i.e. student-wise income & funds, fee receivable, other income, etc.
- ✓ Student-wise details of study abroad program of gross receivable, received, net receivable along-with their approved cases on monthly basis.
- ✓ Reports on Cost/Revenue Analysis, Receivable turnover and Budget vs Actual summaries.

SAFA in Admission process
- ✓ Liaise with Admissions department and maintain accurate and updated details of SAFA forms submitted by applicants at the time of admission.
- ✓ Review and check the details and documents provided in SAFA forms submitted by applicants and get all the required documents completed.
- ✓ To provide SAFA forms for Financial Aid Committee review & recording of decisions and get final SAFA allocation sheet signed based on decisions.
- ✓ To prepare proper individual records of all the students who got admission.

Liaison with Stakeholder Departments
- ✓ Facilitate coordination and communication between respective departments as they relate to the Financial Aid Office's role in creating a positive educational experience for students.
- ✓ Integrate efforts to maximize Financial Aid's role in recruiting and retention.

Other regular / special tasks
- ✓ Review students' clearance process after convocation / withdrawal & other reason.
- ✓ Ensure timely adjustment of semester based scholarship with students' fee receivable.
- ✓ Reconciliation of students' record and update in PeopleSoft Student Financials.
- ✓ Closure of each query identified by Internal/External Auditors within time prescribed.
- ✓ Review of clearance forms, release of security deposit of students who have passed out or withdraw their admission.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ MBA, ACCA / CMA / CA part qualified
Required Experience	✓ 3-4 years of experience in relevant field, preferably in a University/School. ✓ 2 or more years of relevant practical demonstrable experience in Oracle PeopleSoft Campus Solution with Student Finance Module.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Attention to Details	High
2.	Teamwork	High
3.	Communication Skills	High
4.	Microsoft Office (Excel & Word)	High
5.	Planning & organizational skills	High
6.	PeopleSoft – Student Finance (Functional)	High
7.	Query Viewer – BI Publisher	Medium

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