### Job Description

**Job Title:** Student Finance Coordinator  
**Post holder:**

**Reporting To:** Assistant Senior Tutor - Pastoral

#### Main Purpose of Role/Overview:

In conjunction with the Senior Tutor – Pastoral, the post holder has responsibility for matters relating to student finance, including but not limited to: providing information for the Studentship and Bursary Committee; oversight of honorary studentships, Cambridge and NHS bursaries, and Awards/Prizes; review of financial undertakings and applications for hardship loans and acting as liaison between the Development Office, Student Office, and Finance Office with respect to fundraising, student payment schedules and fund balance reconciliation, respectively.

#### Main Responsibilities & Duties:

1. Identify and recommend recipients for honorary studentships, named Cambridge bursaries, and other awards/prizes in consultation with the relevant parties and committees. Organise payment requests, keep detailed records of and check enough in fund accounts to cover payments out over successive years.

2. Act as College point of contact between students and Student Finance England (SFE) and Student Loans Company (SLC) for complex funding situations, working with SFE to clarify and resolve.

3. Review applications for hardship and travel and other grants (in conjunction with the Assistant Senior Tutor – Pastoral and the Studentship and Bursary Committee). Keep detailed records and make proposals and/or recommend awards at the appropriate forum(s). Identify funding sources for students, in particular, what external hardship/awards can be applied for. Ensure payment of awards. Liaise with Finance Office about setting up and managing new awards.

#### Standards of Performance/Results:

1. In consultation with the Assistant Senior Tutor – Pastoral and relevant committees.

2. Students are supported and receive funds promptly.

3. In consultation and within appropriate timeframe. Hardship applications processed promptly.
4. Work with Admissions and Student Finance team to ensure fee status of all students is correct, shared across College and adequately documented.

5. Act as Secretary and provide financial information for the Studentship and Bursary Committee.

6. Keep abreast of changes in the wider HE student funding landscape (as well as in University policy) including (management of) the Cambridge Bursary Scheme within Lucy Cavendish (and student selection therein).

7. Receive, check and amend all financial guarantees/undertakings and carry out any ensuing correspondence. Assess candidates’ ability to finance their course and pay living expenses. Obtain financial references where deemed necessary.

8. Act as liaison between the Development Office, Student Office, and Finance Office with respect to changes in University fee policies, fundraising, balance reconciliation of restricted funds, etc.

9. Be involved with Onboarding and Bridging events; in particular offer-holder finance Q&A sessions, budgeting advice and workshops for students in planning their finances from day one.

10. Manage Cambridge and NHS Bursaries, from eligibility to applying, reconciling figures each term with the University and Student Loan Company.

11. Undertake fee status audits of other colleges in line with University guidance.

12. Support the Admissions team with information for prospective students.

13. Arrange College loan payments to students, set up loan agreements, maintain and report in liaison with the Student Finance Accountants.

14. Provide updates for Student Finance section on College website.

15. Advise prospective students regarding statutory funding and other funding.

4. As required

5. As requested, attend meetings four times per academic year.

6. All parties are aware of appropriate changes and guidance and to funding.

7. As needed or requested during the academic year.

8. Communication is effective and all parties aware of arrangements.

9. Early intervention and support offered for those in need.

10. Smooth process, all eligible apply, identifying any anomalies early in terms of payments between the two external bodies and the College.

11. Deadlines kept.

12. As needed or requested.

13. Timely affordable repayments for the student.

14. As needed.

15. Keep up to date with what is available and communicate effectively.
The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

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<th>Scope/size of role (budgets, people, etc):</th>
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**Significant internal/external relationships:**

The post holder will be expected to develop and maintain effective working relationships with the Senior Tutor, Assistant Senior Tutor – Pastoral, Assistant Senior Tutor - Academic, Tutors, Directors of Studies, Admissions Office, Student Office, Finance Office and Development Office as well as with other key College Officers. The post holder will also be expected to maintain effective working relationships with stakeholders within the wider University and higher education community.

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<th>Objectives (as per PDR) or key milestones:</th>
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**Time duration:**

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<tr>
<th>Date prepared:</th>
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<td>By whom:</td>
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V2 August 2022