

**Student Fees Administrator/Deputy Cashier
Finance Department
(1.0FTE)**

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Role

Job Title:	Student Fees Administrator / Deputy Cashier (1.0 FTE)
Location:	GSA Finance Office
Reports to:	Chief Cashier
Purpose:	The post holder will be responsible for the smooth operation of the School's student fees sales ledger. Duties will also include deputizing for the Cashier.

Principal Accountabilities:

The post-holder will be responsible for:

- Credit control in respect of the collection of the student's part of the tuition fee (Home and Overseas). Overseeing fees receivable from the Student Awards Agency for Scotland & Student Finance England carried out by Fees Assistant.
- Liaising with Student Welfare Office to ensure timely disbursements of US Federal Loans & relevant reconciliations.
- Administering online graduation.
- Administration of Debt Collection Agency processes.
- Communicating with relevant issuing authorities regarding student fee payments plus annual third party student invoicing.
- Assisting with enrolments to all day and non-vocational courses.
- Administration of scholarship and Travel bursary payments; administration of Prize, Discretionary and Childcare Fund payments, including monthly reconciliations.
- Assisting with student enquiries and taking payments within the Finance Office
- Preparation of bank reconciliations for Prize, Discretionary and Childcare Funds ;
- Processing of weekly BACs payment runs.
- Deputising for Chief Cashier when necessary
- Undertaking training and development activities in line with the requirements of the role.
- Carrying out any other duties, as may be reasonably requested by the Head of Finance or the Chief Cashier;

Person specification:

Background experience and qualifications:

- The post-holder will be educated to Higher Grade level (or equivalent) or have substantial relevant experience in a similar post.
- They will preferably have previous experience in a higher education institution and experience of working in a busy office environment.
- They will have a detailed knowledge of computerised accounting systems as well as a detailed knowledge of electronic payment systems.
- The successful candidate will have good keyboard skills and a good working knowledge of Microsoft Office as well as a thorough understanding of accounting concepts.

Attributes and skills:

- The post holder will be a self starter who can demonstrate excellent administration skills.
- S/he will be capable of operating with a minimum of supervision and with the ability to assess priorities and manage workload effectively.
- The post holder will be required to show discretion at all times and should demonstrate the ability to communicate effectively.
- The post holder will demonstrate a commitment to Equal Opportunities and diversity and will be willing to undertake training and staff development as required.

Dimensions:

- 2200 students
400 approx staff(FTE)
- Annual turnover in excess of £35m
Asset value of £84m
Tuition fee income of £9.4m
Payroll cost per annum of £19.1m

Relationships:

- Internal Contacts:
Wide range of staff throughout the School
Budget holders
Registry Office
Welfare Office
Development Office
- External Contacts:
Other Universities
Scottish Academic Awards Agency
Student Loan Company
Local Education Authorities
Commercial Funders

Key Challenges

- To develop an understanding of the requirements of staff, both academic and support, in order to develop and enhance the existing service provided;
- To effectively manage workload whilst dealing with a diverse range of enquiries

Terms & Conditions

Contract: Permanent

Probationary Period: 6 Months

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description.

Salary: Grade 4 £22,876 - £25,728

Hours: 35 per week (1.0 FTE)

Holidays: 30 days plus 11 public and statutory holidays per annum pro rata

Pension: Option to join the Local Government Pension Scheme

Notice Period: 1 month