



Tertiary Scholarships
& Loans Service
Empowering Fiji's Future

10
YEARS

Service with Excellence
2013 - 2023

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JOB DESCRIPTION - SENIOR TUITION AND ALLOWANCE PROCESSING OFFICER

IDENTIFICATION

Position Title: Senior Tuition and Allowance Processing Officer

Location: Suva

Category: Staff

Reports to: Head of Finance and Corporate Services

Supervised by: Head of Finance and Corporate Services

Position Number: TSLS 09

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLs) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement Government funded scholarship, study loan and grant schemes. TSLs is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLs focuses on achieving demand led human capital development outcomes for Fiji.

POSITION CONTEXT

The Senior Tuition and Allowance Processing Officer a newly established position to provide daily services to students and graduates for travel and bond clearance. The position will be part of the Finance and Corporate Services and will work with Head of Finance and Corporate Service in managing the processing of Tuition and Allowance.

The Senior Tuition and Allowance Processing Officer will be required to provide guidance to Payment Processing Officers in processing local tuition and allowances along with managing and processing the tuition and allowance for all students studying overseas. The position will carry out first level verification of the local tuition and allowances.

The position will ensure that sufficient support is provided to the Payment Processing Officers in processing all local tuition and allowances.

The Senior Tuition and Allowance Processing Officer will ensure that all tuition and allowance processing functions are carried out in a timely manner.

KEY ACCOUNTABILITIES - SENIOR PAYMENT PROCESSING OFFICER

- General Responsibility to the Head of Finance and Corporate Services for efficient processing of Tuition and Allowance.
- Develop, implement and embed efficient office processes and procedures to meet current legislation, data protection requirements and best business practice.
- Establish and implement administration and logistics procedures in line with organizational requirements.
- Developing and continuously reviewing Standard Operating Procedures for Tuition and Allowance Processing.
- Liaising with the external stakeholders [Tertiary Education Institutes, Bank, Vodafone and Digicel] with regards to students' transaction history.
- Work with Coordinator managing Overseas Scholarships for Processing of Tuition and Allowance for Overseas Students.
- Liaising with banks for booking foreign currency for Telegraphic Transfer for Overseas Students tuition and allowance.
- Processing of Overseas Allowance
 - ✓ Receive enrolment report.
 - ✓ Verify the Enrolment Report if it is submitted in the required Format.
 - ✓ Calculation of Load Factor from the Enrolment Report.
 - ✓ Cleaning of allowance report and compiling in the Allowance Processing Template.
 - ✓ Linking the load factor from the Enrolment Report to the Allowance Processing Template.
 - ✓ Inserting any paid amount from the previous paid batches.
 - ✓ Checking if the formulas are correctly applied to all the rows and columns.
 - ✓ Obtain foreign exchange rates from the bank.
 - ✓ Prepare Telegraphic Transfer (TT) form for payment of allowance.
 - ✓ Raising and Printing Requisitions.
- Processing of Overseas Tuition
 - ✓ Receive Billing Report
 - ✓ Verify the Billing Report if it is submitted in the required Format
 - ✓ Verifying Billing Report with the Invoices and Enrolment Report.
 - ✓ Checking if the formulas are correctly applied to all the rows and columns.
 - ✓ Obtain foreign exchange rates from the bank.
 - ✓ Prepare Telegraphic Transfer (TT) form for payment of Tuition.
 - ✓ Raising and Printing of Requisitions
- First Level Verification of Local Allowance
 - ✓ Verify if the enrollment report is received in correct format.
 - ✓ Verify if allowance is processed in the correct template.
 - ✓ Verify if Load Factor has been correctly calculated from the Enrolment Report.
 - ✓ Verify if any paid amount from the previous paid batches is correctly captured.
 - ✓ Verify if the formulas are correctly applied to all the rows and columns

- ✓ Verify for duplicate entries, bank account details, M-Paisa and MyCash Numbers
- ✓ Verify if all calculations are done correctly.
- Checking and verification of student allowance to ensure that it is in accordance with TSLS's policies' (check in terms of accuracy, calculation, amounts does not exceed eligible amounts).
- First Level Verification of Local Tuition
 - ✓ Verify if tuition bills are received in the correct format.
 - ✓ Verify that Tuition is being paid for Fresh units and Repeat Units Tagged by TSLS
 - ✓ Verifying Billing Report with the Invoices and Enrolment Report.
 - ✓ Verify if the formulas are correctly applied to all the rows and columns
 - ✓ Verify if all calculations are done correctly.
- Checking Tuition payment with the invoices to ensure that it is in accordance with TSLS's policies before payment is released to various Higher Education Institutions.
- Responding to queries from Bank relating to Telegraphic Transfer.
- Liaising with the Finance and Academic Department of various Tertiary Education Institutes on any matters pertaining to student's tuition payment.
- Ensure Allowance and Tuition Payment are done with 100% accuracy.
- Prepare Allowance Processing Plan.
- Prepare content for weekly Allowance Notice.
- Provide Head of Finance and Corporate Services with relevant information for acquittal of funds and raising requisition for funds.
- Work with Payment Processing Officers in resolving queries on students' tuition and allowances.
- Work with Payment Processing Officers to carry out reconciliation for the students who are tagged, enrolled and payments processed to ensure no student is missed out.
- Work with Payment Processing Officers in uploading the payment details on TSLS Statement Portal.
- Work with the Student Services Team to maintain up-to-date records for account details to minimize returns from closed and dormant accounts.
- Provide weekly Reports on Allowance and Tuition Payment as required by Management
- Compile data to facilitate requests from internal and external stakeholders.
- Supervise assigned staff; and
- Performs related duties as assigned.

QUALIFICATION

- Bachelor's degree in Accounting/Finance or related Commerce field.

EXPERIENCE

- 3 - 5 years of work experience in payment processing role.
- Knowledge about payment processing processes and procedures.
- Demonstrated knowledge and proficiency in analyzing data and providing reports.
- Demonstrated knowledge of Processing Overseas Payment through Telegraphic Transfer (TT)

ATTRIBUTES

- Organizational skills including attention to detail and multitasking skills.
- Demonstrates ability to manage and motivate subordinate staff
- Capability to work under pressure.
- Communicate effectively orally and in writing.
- Demonstrated ability to work as a team and to follow instructions to meet tight deadlines

RENUMERATION

- **Salary Band:** 3
- **Salary Range:** \$28,641.00 - \$42,962.00

AGREEMENT

Signatures by Supervisor and the Senior Tuition and Allowance Processing Officer imply the terms and conditions of employment contained herein are accepted, and the document forms a valid employment contract.

Supervisor's Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____