



## Job Description

<b>Job Title:</b>	<b>Fees and Sales Ledger Administrator</b>
<b>Department:</b>	<b>Finance</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Salary:</b>	<b>Competitive + Benefits</b>
<b>Last reviewed:</b>	<b>March 2022</b>

### Job Outline and Purpose:

The primary objective of this role is to provide a complete, efficient and accurate Fee Billing and Sales Ledger service for the School, including parent/customer liaison and support to budget holders. The Administrator plays a central role in processing boarding and tuition fee invoices and collecting the resulting payments.

This starts with checking the information supporting each bill run to pupil records and liaising with colleagues in other departments to ensure the accurate billing of all recoverable charges. It extends to dealing with parent enquiries and collection of any outstanding amounts.

Accuracy and attention to detail are key skills to succeed in this role, which involves processing large volumes of information and adhering to deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is assumed throughout.

### Working Times

Full time

37.5 hours per week.

Core working time Monday to Friday 9.00am to 5.00pm with 30 minute unpaid lunch break

### Line Manager

Finance Manager (Direct)

Head of Finance (Indirect)

The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the job holder to work early mornings, evenings and weekends.

### Duties:

- To provide a complete, efficient and accurate accounting service for the Pupil Billing and Sales Ledgers including the timely and accurate processing of the following:
  - termly pupil and other sales invoicing
  - billing of accounts for pupil trips and other events
  - pupil additional charges including recovery of expenses
  - pupil registration fees and deposits
  - processing pupil refunds as required
  - bank receipts and payments

- To maintain regular reconciliations of the accounts which support our billing and debtor process including:
  - debtors ledger to control accounts with debtor reports
  - bank and cash accounts to statements
  - scholarship and bursary accounts to pupil records
  - pupil deposits and prepayments to admissions and current pupil records
  - agent creditor accounts to fee amounts billed and fee payments received
  - fee billing recovery accounts to supplier invoices
- To be responsible for credit control following established procedures for debtor collection.
- To deal professionally with parent billing and other enquiries.
- To support the annual audit process.
- To provide cover for colleagues in the department – e.g. Purchase ledger / Cash book recording.
- To provide other reporting and support as required.

#### **General Duties:**

- To ensure that all work is supported with a transparent electronic audit trail i.e. supported by an appropriate filing system which contains clear and accurate working papers.
- To approach the role in a spirit of constant improvement and development in process and output.
- To comply with School policy in respect of Data Protection – in particular with regard to the confidentiality of financial information.
- To assist in the smooth running of the Finance department, including supporting other members of the Finance team as and when required.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

#### **Person Specification**

##### **Skills and Qualifications**

- Experience in a similar role with high volume processing and tight deadlines. (Required)
  - Experience with an Industry standard accounting system including electronic invoicing to payment. (Required)
  - Experience in online Bank payment processing. (Required)
  - Experience with Office and Email system. (Required)
  - Completed or studying for a qualification such as AAT. (Desirable)
  - Excellent communication skills with all relevant client groups, both internally and externally.
  - Ability to understand and operate within a school environment.
  - Well organised with the ability to prioritise work to deadlines and under pressure.
  - Ability to work in a way that promotes the safety and wellbeing of children and young people.
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- Confident, self-motivated and proactive.
  - Enthusiastic with the ability to learn.
  - Honest, polite, reliable, resourceful, flexible, punctual and committed.

### **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website

<https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.