

**Role profile:** Credit Controller and Billing Clerk

**Reporting to:** Finance Director

**Responsible for:** Timely collection of monies due to the schools, invoicing parents and commercial customers. Day to day posting of monies received by the charity.

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| **Job summary** |
| **Key responsibilities**  **Credit Control**   * Ensure school fees are paid in line with set deadlines and processed accurately on the SIMS management information system. * Liaise with parents to resolve any invoice queries such that the bill will be paid. |
| * Process fees due on School Fee Plan for parents paying monthly. * Preparation of aged debtor reports on a monthly basis to review with Finance Director. * Communicate with the school’s solicitors for any debts that are being chased through the courts. * Assisting the Finance Director in the preparation of papers for meetings of the Governors and Committees as required.   **Invoicing**   * Ensure accurate input of charges to the SIMS billing software in line with end of term deadlines. * Seek improvements to processes to ensure efficiencies in processing charge data. * Ensure concessions data on SIMS is accurate and kept up to date. * Oversee WisePay for trip income ensuring all receipts are processed onto FMS, the accounting software, in a timely fashion. * Raising ad hoc invoices for commercial letting of school facilities.   **Other**   * Assistance with budgeting of fee income and remissions to support the Management Accountant.     **Person specification**   |  |  |  | | --- | --- | --- | |  | **Essential** | **Desirable** | | **Education and qualifications** | • Educated to GCSE level (min Grade C in English and Maths) | • Educated to A level standard or equivalent  AAT qualification | | **Knowledge and Experience** | • Minimum of 2 years experience within a finance team, including credit control and the operation of administrative and finance systems  • Microsoft Office skills (Word, Excel, Powerpoint) with up to date experience of handling electronic communications  • Experience of a busy and sometimes pressurised office environment  • Experience of providing a service to internal and external customers requiring tact and diplomacy | • Experience of school finance systems  • Not for profit/school/ academies experience | | **Skills** | • Excellent organisational, planning and prioritisation skills  • Ability to show sensitivity and objectivity in dealing with confidential issues  • Good interpersonal skills with strong oral and written communication skills | • Advanced Excel skills | | **Personal qualities** | • An effective team player but also able to think and work independently  • Resourceful; able to seek out information and use initiative with limited supervision  • Flexible, adaptable and collaborative  • Hard working and conscientious | | | **Safeguarding** | • Evidence of a commitment to promoting the health, welfare and safeguarding of children and/or vulnerable adults | | |