

**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.
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| * 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**

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|  | **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  |

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