

# Job Description



**Job Title:** Finance Administrator – Billing and Credit Control

**Responsible to:** School Accountant

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The Accounts Assistant supports the School Accountant in the delivery of an effective and efficient financial service for the School. This is a full-time role, all year round, including the School holidays.

**The main duties of the post will include but not be limited to:**

## **General**

- Maintaining the School's parent accounts and updating the Fees Ledger for starters and leavers.
- Recording, processing and reconciliation of pupil Registration Fees and Deposits.

## **Daily**

- Checking bank accounts online.
- Processing and banking of receipts (including Worldpay transactions).
- Updating cash books and posting receipts to parent accounts on the Fees Ledger.
- Processing and posting of any non-fee related income.
- Updating of Debtor's lists and debt collection reports.
- Chasing of outstanding debts by means of telephone calls, letters and emails.
- Daily update with Bursar re. outstanding debts.

## **Weekly**

- Reporting of aged debt to Bursar via weekly meeting.
- Ongoing debt chasing.

## **Monthly**

- Managing the Direct Debit scheme including advice letters and the processing of collections.
- Reconciliation of Bank Accounts to Cash Book and Nominal Ledger.
- Reconciliation of Fees Ledger including debit and credit balances.
- Assist with reconciliations of control accounts and journal entries.
- Other reconciliations to include Early Years funding, Suspense control a/c, Trips, Collections and Advance Sums v Pupil Charges Accounts (A301/A302).

## **Termly**

- Advising parents of Direct Debit monthly instalments.
- Preparation of all pre-billing information including the calculation of fees and extras.
- Production of termly Fee notes to include all School Fees, Remissions, extras and incidental charges.
- Checking and issuing of Deposit refunds.
- Checking of bills and reconciliation against pupil database.
- Management and allocation of the Early Years Grants.
- Allocation and updating of Composition Fees.
- Liaising with agents and legal representatives in the course of debt recovery.

**Safeguarding**

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Although there is no direct responsibility for children, this role may involve contact with pupils.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Criminal Records Bureau.

**Prevent Duty**

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

**Health and Safety**

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

**Data Protection**

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

**Generic Responsibilities for All Farringtons Staff**

- To actively promote the aims and ethos of Farringtons.
- To work within the Farringtons framework with regard to Health and Safety.
- To be committed to child safety and undergo child protection screening (DBS check) and training.
- To promote equal opportunities at Farringtons.
- To support Farringtons commitment to the continued professional learning of all staff.
- To undertake any additional duties as may reasonably be requested by the Head or members of SLT.