# \\nbh.local\data\Natalie$\natalie.utting\My Documents\Website Material\NBH Crest_Senior.jpgNorth Bridge House School

**JOB DESCRIPTION**

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| Accounts Receivable Assistant |

**Job title:**

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| Finance Manager |

**Reporting to:**

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| Finance |

**Department:**

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| 3 days a week, 8am to 5pm term time and 9am to 4pm during school holidays |

**Working hours:**

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| Enhanced DBS, Overseas Checks and Employer References |

**Checks:**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

**Working with Us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**About North Bridge House School**

North Bridge House is a group of five co-educational day schools catering for some 1,340 pupils aged between 2 and 18 years. The individual schools are situated in five campuses located in Regents Park, Hampstead and Islington. Each NBH school has a dedicated member of the admissions team who is based on the campus and who works as part of the dedicated school faculty and as part of the NBH group admissions team.

**Job Summary**

The Accounts Receivable Assistant's responsibility is to support the Finance Manager in the financial and administrative management of our schools, including all aspects of the fees ledger, applications for government grant funding, fee remission applications, month end reporting to head office, credit control and litigation management.

**Key Responsibilities:**

**Credit Control and Banking**

* Processing payments by credit/debit card when requested by parents by telephone or in person.
* Processing Direct Debit information, ensuring it is received by Head office for the stipulated deadlines for processing.
* Processing employer childcare grant schemes where relevant.
* Updating pupil accounts on a daily basis as payments are made by each method.
* Update the monthly debtors report.
* Monitoring and chasing debtors via email and telephone in accordance with the guidelines set out by Head Office.
* Processing and generating reminder letters and monthly statements.
* Investigating and resolving queries relating to non-payment of invoices.
* Liaising with our solicitors, preparing and handing over the relevant paperwork for any defaulters.
* Monitor payment plans and follow up with those in breach.

**Discounts**

* Maintain and update the discount register for each of the 5 schools.
* Liaise with SSC on any discount requests received to ensure the correct approval is gained.
* Review all means tested bursary applications and liaise with the parents to request all additional information required to make an informed decision on applications.
* Update the accounting system to ensure the discounts are reflected correctly on parent accounts and applied to billing.
* Produce formal agreements and send to parents for any discounts offered.
* Review all applicable bursaries on an annual basis to ensure any change to financial circumstance is updated.

**Secretarial/ other responsibilities**

* Monitor the bursar email box and reply to any queries as required.
* Monitor the refunds email box and process all refunds as required.
* Complete the monthly close down of the accounting system and return the file to SSC.
* To answer the telephone in a personable and welcoming manner and handle queries.
* To deal with incoming correspondence and emails.
* To type letters, emails and documents as required.
* To record and file information when necessary, always in strict confidence in line with Data Protection.
* To undertake a variety of general administrative tasks.
* To maintain the highest level of confidentiality and discretion at all times.
* Able to prioritise own workload and to work to internal and external deadlines.
* To help cover & support other finance team members where required

**Principal working relationships**

* All NBH internal staff.
* Cognita Head Office
* Parents as first point of contact

**Person Specification**

* Able to work in a fast paced environment
* Excellent accuracy
* Excellent initiative
* Good knowledge of MS Word, MS Excel and Outlook.

**Role Specific**

We require an intelligent, self-motivated and pro-active individual who is a confident in multi-tasking to meet tight deadlines when required. You will have excellent professional oral and written communication. Intermediate excel ability is essential, whilst experience in using the Double First Accounts software is advantageous but not essential. Credit control experience is essential and school finance experience will be beneficial, although other relevant financial experience will be considered.

**Value based behaviours**

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Up to £25,000 (pro rata)
* Contributory pension scheme
* School fee discount (pro rata)
* Professional development
* 25 days holiday (pro rata)