**Job description**

**The Grammar School at Leeds**

**Job title:** Fee account officer (Credit Control)

**Responsible to**: Fees Ledger Controller

**Main purpose of job:** Monitoring and collection of fees and debt

**Main responsibilities:**

* Management of fee debt recovery processes including issuing chase letters and phone calls, monitoring debtor levels individually and in total
* Improving visibility and forecasting of debt levels through establishment and monitoring of formal payment arrangements
* Reporting of fee debts to target and forecasting of collections and balances from month to month
* Working with parents to devise flexible and achievable payment plans, and monitoring and enforcement of such plans
* Ensuring all payment plans are compliant with any relevant regulations
* Monthly processing of direct debit collections for fees, including recording of missed payments, cancelled instructions and updating of details from BACS reports
* Processing of daily banking, printing of daily reports from banking systems and recording returned and cancelled DD’s onto fees packages. Processing of relevant documentation to parents if necessary
* Collation of “other” debt outstanding such as bus fares and lunch monies and appropriately chasing for payment
* Coordination of files and information to be sent to solicitors for debt collection, record keeping of all correspondence with such agencies and updating fee ledger records to reflect action taken
* Preparation and updating of monthly bad and doubtful debt provision calculations and relevant adjustments
* Attending to all visitors into the finance office in a polite and helpful manner to ensure they are dealt with promptly and with a professional service
* Providing cover for other finance department functions as and when required by the absence of the primary post holder, particularly the fee ledger controller
* Any other assistance as may be required from time to time by the post holder’s line manager in order to facilitate the efficient running of either service

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the school’s health and safety policy and implement it as appropriate.