



Mill Hill  
EDUCATION GROUP

# Fees Manager

Candidate Information Pack

Instilling values, inspiring minds

# INTRODUCTION

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Are you detail-oriented, with a passion for finance and education? We are seeking a motivated and dedicated Fees Manager to join the finance team at a prestigious trust of 12 schools. In this vital role, you'll be responsible for managing the fee billing process for four schools within the trust, ensuring smooth and accurate financial operations. This is a fantastic opportunity to contribute to the financial success of a thriving educational network while working in a dynamic and supportive environment.

**Closing date for applications:** 9:00am on Monday 9 March 2026

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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## Key facts about the role:

### Salary

£40,000-£50,000

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### Hours

40 HOURS PER WEEK 8AM-5PM

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### Contract Type

PERMANENT

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### Pension

SUPPORT STAFF PENSION

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### Holidays

25 DAYS

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### Reporting to

HEAD OF FINANCE

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## Other useful information

BASED IN MILL HILL AT WALKER HOUSE, NW7 1AQ

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# Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



# Job Description

## **FEE BILLING**

- Manage and perform the termly fee billing process
- Liaison with teaching staff to help maintain the pupil disbursements schedule and perform recharges to parents termly
- Liaison with the admissions teams, school office and heads to identify leavers and pupils transferring between schools ahead of the fee billing cycle
- Carry out fee reconciliations post fee bill run to ensure all records have been billed accurately

## **CREDIT CONTROL**

- Manage the collection of fees via direct debit and bank transfer
- Chase overdue debts by telephone, email, and letter
- Send statements and reminder letters to parents as appropriate
- Prepare monthly aged debtor reports for review with the Head of Finance
- Maintain accurate conversation history and account activity within the finance system
- Monitor and respond to the Fees inbox, resolving queries efficiently

## **DEBT ESCALATION AND COMPLIANCE**

- Monitor and manage accounts to ensure timely escalation where appropriate
- Escalate proposed payment plans to the Head of Finance for approval and manage the subsequent settlement arrangements
- Escalate debts in line with the Foundations' policies, liaising with debt collectors and solicitors where necessary

## **BOOKKEEPING & REPORTING**

- Allocation of fee and disbursement bank receipts to the customer ledgers
- Working with the finance team to prepare month end up to trial balance posting fee adjustments where necessary
- Assistance with weekly cashflow planning
- Maintain pupil deposit schedules and administering deposit receipts, school bus income, registration fees and refunds
- Assist the Head of Finance to perform financial analysis, KPI and termly income reports as required

## **GENERAL**

- Fees Administration – main point of contact for fee invoices, parent correspondence, billing queries etc
- Customer management: maintaining customer records and liaison with debt collectors where necessary
- Any other duties as deemed reasonable and necessary by the Head of Finance

# Personal Specification

## SKILLS AND ATTRIBUTES

- Must be able to work accurately to tight deadlines
- Experience of using the integrated pupil databases and fee billing systems such as iSams, would be highly desirable
- Experience of working within the Education Sector is an advantage
- Part / full qualified accountant or qualified by experience
- Excellent interpersonal and communications skills – both written and verbal - with the ability to explain facts and issues clearly and concisely to colleagues, employees and others, including those without financial knowledge
- Excellent knowledge of Microsoft Word, Excel, Powerpoint
- Experience of using online data/payment systems
- Ability to work individually and as part of a team within a busy environment
- Professional, friendly and flexible approach to work



# How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Monday 9 March 2026**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

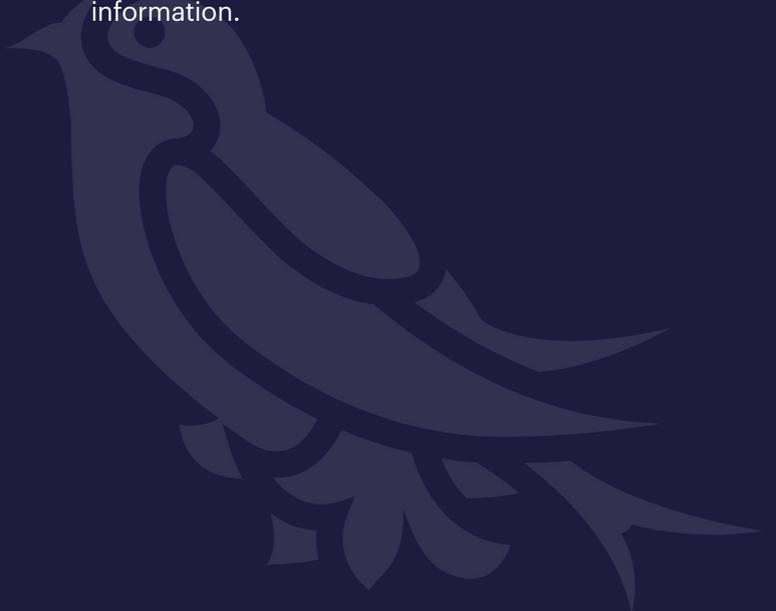
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Instilling values,  
inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.  
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