

BADMINTON SCHOOL

Appointment of a part time Fees Administrator



Commitment to Safeguarding

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School

Badminton is one of the top 20 Independent Schools for girls in the country. Founded in 1858, the School occupies an attractive 15 acre campus in the north-west of Bristol and admits girls from age 4 -18. In the Junior School there are approximately 130 girls, most of who are day pupils; in the Senior School there are over 330 girls of whom up to 200 may be boarders.

Boarding in the vibrant and cosmopolitan university city of Bristol offers many diverse opportunities for activities out of School including voluntary and community work, membership of sports, music and drama clubs, competitions and academic enrichment.

All boarders are accommodated at Badminton on the campus. In September 2008 a purpose-built Boarding House opened to replace accommodation for girls in Years 9, 10 and 11. The new House represents major investment by the School and is in response to an increasing demand for boarding at Badminton and our wish to provide excellent facilities for boarding and to re-develop existing Boarding Houses to meet teaching and office needs.

The School's Vision and Values:

"Badminton provides the best preparation for girls living and working in a global society"

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.

- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the School and genuine mutual support.
- The international mind-set of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

The Department

The Accounts Department is responsible for the provision of all operational accounting services in the School. It is responsible for fee invoicing (about 450 active fee accounts) on a termly basis, other invoicing on a monthly or occasional basis and for cash collection and credit control. The School operates a purchase ledger with several hundred active suppliers and an in-house payroll for 220 staff. All related functions including pension administration, petty cash, VAT accounting and nominal ledger accounting are carried out within the Department.

The Fees Administrator is a member of the Accounts Department with principal responsibility for the operation of the School fees ledger and the accounting records of the School's trading subsidiary, Badminton Enterprises, with a range of other regular and occasional responsibilities as described below.

BADMINTON SCHOOL
Part time Fees Administrator
Job Description



1. TITLE: Fees Administrator

2. LOCATION: Badminton School, Westbury-on-Trym, Bristol BS9 3BA

3. PRIMARY FUNCTION:

The Fees Administrator's principal responsibilities include:

- 3.1. the operation of the School's Fees Ledger;
- 3.2. administration of recharging arrangements;
- 3.3. effective liaison with a wide variety of customers and stakeholders
- 3.4. maintain the Sales Ledger of Badminton Enterprises Limited;
- 3.5. other duties as required.

4. REPORTS TO: The Finance Manager

5. RESPONSIBILITIES AND DUTIES:

General duties:

Fees Administrator in the School's Finance Office with a portfolio of work and responsibilities; deputising where appropriate for Finance Manager.

Fees Ledger:

- Detailed operation of all fees ledger processes including preparation and completion of termly fee invoices;
- Processing of all pupil extras and disbursements for recharge;
- Liaison with staff to ensure completeness of recharge information provided to the Finance Office;
- Updating of fees ledger, allocation and posting of cash receipts and other adjustments;
- Processing of refunds to leavers;
- Administration of payment of fees by direct debit including preparation of payment collections, new payer set up and chasing unpaid instalments;
- Termly reconciliation of gross fees and fee discounts by pupil.
- Liaison with Admissions department to ensure timely and accurate fee billing;
- Operation of credit control procedures including statements, chasers and communication with late payers;
- Dealing with fees queries raised by parents;
- Provision of pro-forma fee invoices as required;
- Communication with new parents over payment options, fee budgeting and liaison with the Admissions Department and Boarding Administrator in respect of payments for deposits and visa applications;
- Management of pupil insurances, processing of charges and reporting to Insurers.

Sales Ledger

- Preparation of sales invoices for Badminton School and Badminton Enterprises Ltd;
- Updating of sales ledger, allocation and posting of cash receipts and other adjustments;

- Liaising with the Operations Manager to ensure completeness of invoicing for Badminton Enterprises Ltd;
- Liaison with customers over invoice and payment queries;
- Operation of credit control procedures including statements, chasers and communication with late payers;
- Ensuring VAT invoices are provided when required and compliance with HMRC VAT exemption invoicing rules.

Other

- Provide advice and support for staff on financial processes and systems;
- Visits to bank to make over-the-counter credits and other cashier transactions;
- Recording of sundry income to the Ledgers;
- Assist the Director of Finance and Operations and Finance Manager with one-off projects and reports as required;
- Deputise for the Finance Manager and other members of the Accounts Department as necessary.

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.

Updated: June 2018

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Person Specification



1. QUALIFICATIONS AND EXPERIENCE

- Previous experience of working in a School or similar education or charity environment would be an advantage;
- Educated to A level or equivalent
- Relevant administrative or financial experience is essential;
- Experience of an environment with fast turnarounds and a high volume of transactions;
- Experience of running a sales and/or purchase ledger is highly desirable;
- Experience of creation and development of spreadsheets using Microsoft Excel.
- Proven customer service skills and the tenacity to deal with a wide variety of customers, including those from overseas

2. PERSONAL SKILLS AND ATTRIBUTES

- Excellent administrative and organisation skills
- Proven team working skills;
- Smart, cheerful, positive, enthusiastic and hardworking;
- Able to work in a busy office environment and deal with conflicting deadlines;
- Ability to problem solve and investigate complex queries;
- Excellent organisational skills with a high level of attention to detail and a methodical and conscientious approach;
- Able to work independently and use own initiative;
- Articulate, with good written and oral communication and interpersonal skills to enable effective relationships with staff, parents and suppliers alike;
- An empathy towards the work of the School, which is concerned primarily with the education and care of girls aged from 3 to 18.

BADMINTON SCHOOL
Part time Fees Administrator
About your application



Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9am on Monday 9th July 2018**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of A4 paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: hr@badmintonschool.co.uk

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All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website www.badmintonschool.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Salary and Hours

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed. The School offers membership of a contributory pension scheme and has a contractual sick pay scheme.

This is a part-time appointment based on approximately 25 hours per week. Core working hours are Monday to Friday 8.00am to 5.00pm with an hour for lunch and the hours worked will be agreed with the Finance Manager. A flexible approach will be required as there may be a requirement to work very occasional evenings from time to time, for which equivalent time off in lieu will be given;

Bank holidays falling in term time (e.g. May Day) are normal working days (a day off in lieu is given).

The post-holder is entitled to five weeks' paid holiday pro rata per annum in addition to statutory holidays; the holiday year runs from 1 January to 31 December. No carry-over of unused holiday entitlement is permitted

Salary will be in the range £13,125 - £15,625 per annum (full time equivalent £21,000 to £25,000) (pay award pending), subject to relevant skills and experience.

Notice period (following a probationary period of 6 months): 2 months.

Other benefits

- Free lunch is currently available in the School Dining Room;
- Free onsite parking;
- Fee remission scheme for staff whose children attend the School;
- There is limited but free access to the School's swimming pool and fitness suite;
- Pension: The School operates a Royal London Group Personal Pension Plan. Salaried members of staff may choose to join this scheme, which is a contributory scheme to which the School will contribute 10% of your salary if you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will be auto-enrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 4% and 2% respectively);

Offer of the Post

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:
www.badminton.school.co.uk

Thank you once again for your interest and we look forward to receiving your application.

Updated: June 2018