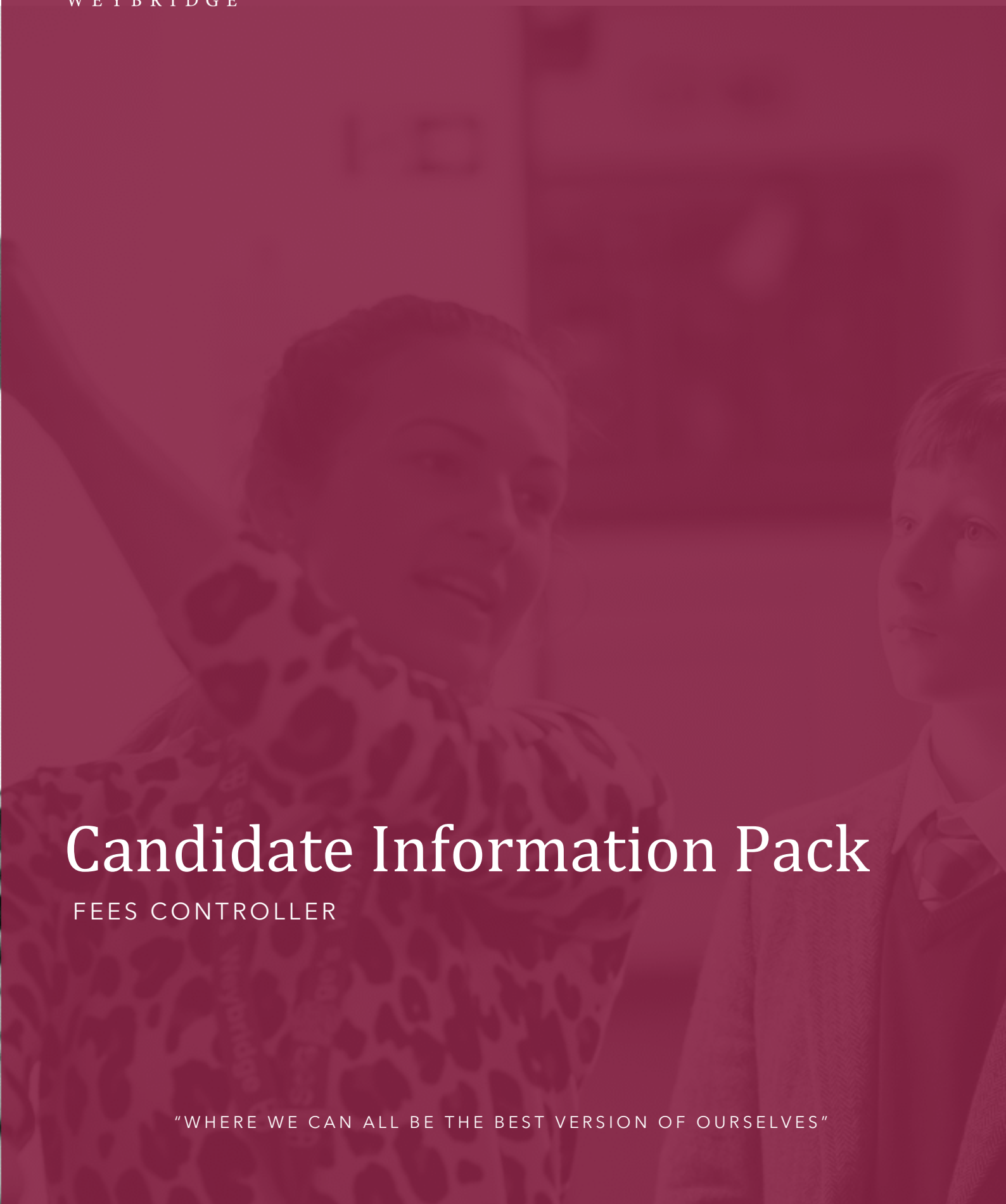
St George's
WEYBRIDGE



Candidate Information Pack

FEES CONTROLLER

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"

About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josepite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.









"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"

Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 80 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio



"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila

The Role

Job Title:	**Fees Controller**
Line Manager:	**Financial Controller**
Responsible to:	**The Bursar via the Director of Finance**
Salary:	**Up to £40,000 per annum dependent on experience**
Hours:	**40 hours per week, 8:00am to 5:00pm, Monday to Friday. Attendance at Open Morning is also required.**
Contract:	**Permanent, 52 weeks per year**

Summary of the role:

The Fees Controller is responsible for the accurate and timely administration of the school fee billing process, ensuring that pupil information is maintained and that relevant additional charges, disbursements, and remissions are applied correctly to fee invoices. The Fees Controller will provide an excellent level of customer service to parents and bill payers, ensuring that queries are resolved in an efficient and professional manner.

Main duties & responsibilities:

Fee Billing

- Collate and enter new pupil information in preparation for fee billing, and check with the Admissions department to ensure all new starters are accounted for.
- Raise termly fee invoices and ad hoc invoices using the correct charge levels and applicable VAT rates.
- Ensure all invoices for current pupils are prepared correctly, and all disbursements (including lunch, buses, trips, and insurances) are posted.
- Ensure changes to fees due, arising from changes in a pupil's circumstances, are picked up and charged appropriately.
- Ensure all leavers receive a final invoice, deposits are refunded where appropriate and the fees account is cleared on leaving.
- Liaise with staff and outside bodies (such as insurance companies) to obtain the information needed to invoice on time each term.
- Respond to and resolve parent queries arising from fee invoices.
- Raise sales invoices for other income and record them on the sales ledger.

Fee Remission

- **Assisted Places** – liaise with the agency and/or parents who are applying for assisted places, collating all relevant documentation to assess eligibility in line with SGW policies and criteria as set out in the Assisted Places leaflet. Produce a list of applicants for the decision committee (SLT). Once places are offered and accepted, remain the point of contact for parents to ensure all aspects of the assisted place are covered.

The Role cont.

Fee Remission cont.

- **Bursaries** – liaise with the Bursar and/or the Executive Assistant to the Bursar to ensure timely bursary decisions can be made, and manage the process and recording of data.
- **Scholarships** – liaise with the Personal Assistant to the Headmaster to ensure all scholarships are recorded and shown on invoices.
- **Staff Remission** – liaise with Payroll and HR to ensure staff remission information is kept up to date and invoiced appropriately.
- Prepare schedules of all remissions for invoicing, budgeting, reconciliation, and reporting.

Cash Collection and Credit Control

- Set up direct debit agreements for parents who wish to pay fees by direct debit, process direct debit collections and follow up failed collections.
- Allocate receipts from bank transfers and direct debits to parent accounts promptly and accurately.
- Take ownership of the credit control process and prepare the monthly aged debtors report.
- Maintain regular contact with the Bursar on accounts that are a cause for concern and recommend actions.
- Issue standard reminders and negotiate with late payers by letter, email, and telephone in line with the School's Fees Policy; draft non-standard correspondence on arrears, disputes and queries.
- Refer accounts to debt collection agencies where agreed, and escalate to the Bursar as necessary.
- Take ownership of the Fees in Advance scheme.

Reconciliations and Reporting

- Carry out a monthly reconciliation between fees raised and pupil numbers in SIMS, investigating and explaining any discrepancies.
- Carry out monthly nominal ledger reconciliations for the fees and debtor accounts in NetSuite.
- Reconcile deposits, disbursements, lunches, bus, trips, insurances and other fee-related balances.
- Keep a record of registration fees, acceptance fees and deposits paid for prospective pupils, and cross-check regularly with the Admissions department.
- Prepare fees ledger documentation and reconciliations for the annual audit.

Pupil Insurances

- Administer the pupil insurances, currently the School Fees Protection Scheme, Personal Accident and Personal Effects.
- Inform the insurers of pupils to be billed, check that insurers' invoices cover the correct number of pupils and that those pupils are in turn being billed.
- Pass checked invoices to the Purchase Ledger Coordinators with the correct nominal coding for payment, and ensure reconciliations are ready for the auditors each year.

The Role cont.

School Trips

- Liaise with teachers to ensure direct debit collections or other payment methods are in place to collect trip monies in good time.
- Provide information to help teachers reconcile their trips, and monitor the balances on trip codes.

Systems and Data

- Act as data controller and administrator of the Feemaster fee billing system.
- Enter data accurately in Feemaster, NetSuite, and SIMS, keeping pupil and bill payer information up to date and reconciling the systems.
- Prepare and maintain current and new pupil files, archive files when pupils leave and dispose of them in line with the data protection policy and legal requirements.
- Keep files to support reconciliations, the annual audit and legal requirements, and follow the School's data protection policy at all times.

New Starter Packs

- Prepare new starter packs with the required financial information and send them to the Admissions department in preparation for each new intake.
- Check the admissions program to ensure all new starters are accounted for.

Enquiries

- Act as the point of contact for all fee billing enquiries, including school lunches, buses, insurances, trips, nursery funding and disbursements, responding in line with SGW's policies and terms and conditions.

Other

- Assist with any other tasks within the Finance Department as required.
- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.







Person Specification

Qualifications, Knowledge and Experience:

Essential Criteria

- Educated to A-Level or equivalent
- Experience in a financial or accounting role
- Experience of fee billing in an independent school
- Experience of sales ledger, cash collection and credit control
- Understanding of data protection and of handling confidential information

Desirable Criteria

- AAT or other accounting qualification, or studying towards one
- Experience of NetSuite or a similar cloud-based finance system
- Experience of Feemaster and SIMS, or other school fee billing and pupil management information systems
- Experience of working in an independent school, including bursaries, scholarships, and other fee remissions
- Understanding of VAT as it applies to school fees
- An understanding of safeguarding

Skills and Abilities:

Essential Criteria

- Proficient IT skills, including Microsoft Office and excellent spreadsheet (Excel) skills
- Excellent problem-solving skills with strong organisational abilities
- Ability to work autonomously and as part of a team
- Calmness, efficiency and the ability to work under pressure and to termly billing deadlines
- Professional telephone manner, good writing skills and the ability to answer challenging questions
- Ability to deal with difficult situations with sensitivity and discretion
- High degree of accuracy and attention to detail
- Excellent interpersonal skills, with the ability to communicate effectively with staff and parents at all levels

Personal Qualities:

Essential Criteria

- An understand of, and commitment to, the School's equal opportunities policies and a willingness to promote equality of opportunity in all aspects of the work

Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.





Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.





Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.





Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Conditions of Employment

Initial Period of Employment

Business Staff: Three Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, three months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. 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/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.

How to Apply

To find out more about the post or the school, in the first instance please contact Tim Mills, Interim Director of Finance, for a confidential discussion:

Tel: **01932 839300**

Email: **tmills@StGeorgesWeybridge.com**

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Tuesday 15 December 2026

Please note that applications may be reviewed upon receipt and shortlisted candidates may be invited to interview before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies which are available at: https://www.stgeorgesweybridge.com/careers

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.







