



Job Description

Post title: School Administrator (Finance Team)	Fixed Term, 12-month contract
Department: Finance	Hours per week: 22.5 (FTE 0.6)
Salary: £24,784.50 (Pro-Rata £14,870.70)	Date compiled: Sep 2026
Immediate line manager: Accounts Manager Job purpose: To provide administrative and customer service support, which will include providing support with the accurate preparation and distribution of termly fee bills, maintaining effective communication with parents and internal departments and debt collection. Working relationships: The postholder will report to the Accounts Manager and work closely with the Billing Officer, Finance Team, Finance Bursar and Admissions team. Principal duties and responsibilities: The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager. Principal Duties: <u>Billing Ledger:</u> • Support with preparing termly fee bills, including processing a high volume of additional charges. • Investigate fee bill queries and gather relevant information from other departments to support query resolution. • Respond to telephone calls, emails and face-to-face queries in a professional and timely manner. • Provide parents with information regarding school fee payments methods and payment deadlines. • Assist with the daily monitoring of the shared email inbox for pupil accounts. • Support with daily, prompt recording and banking of all monies received. • Escalate complex billing issues to the Billing Officer where appropriate. • Debt collection. • Refunding of parent deposits via online banking platform. • Support with the preparation and issuing of fee quotations to parents. • Assist with the preparation and maintaining of spreadsheets as required. • Assist the team with year-end processes and audit requests in relation to the billing ledger. <u>Purchase Ledger:</u> • Monthly data capture for School utilities, including downloading invoices and recording spend on established master spreadsheet.	



Other:

- Provision of holiday cover for the Finance team as and when required.
- Supporting the team with the annual archiving process.
- Any other duty which may be reasonably requested by the line manager.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

Special requirements:

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Job description drawn up by	Finance Bursar & Accounts Manager	Date: September 2026
Approved for department by	Human Resources	Date: