

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Description</b>		
Job Title	Sales Ledger Controller	
Responsible to	Financial Operations Manager	
Department	Finance	
Purpose of job and primary objectives	Responsibility for sales ledger process	
Duties	<ul style="list-style-type: none"> <li>• Responsible for parental communications (in/out) in respect of fees, payments, queries and disputes.</li> <li>• Running and managing the College invoicing system, Feemaster.</li> <li>• Processing the termly invoice run for school fees and adhoc invoices runs.</li> <li>• Ensuring that pupil records within Feemaster are matched against other department records held across the College (including SIMS)</li> <li>• Working closely with the Fees Administrator to upload new starters within Feemaster and Sage 200.</li> <li>• Responsible for maintaining the Sales Ledger within Sage 200</li> <li>• Overseeing any refunds for parent accounts</li> <li>• Adhoc invoicing for non-parent accounts, such as sponsor companies and donors.</li> <li>• Administration of Childcare Vouchers &amp; management of correct application of Tax Free Childcare monies</li> <li>• Responsible for the processes for pupil recharges.</li> <li>• Responsible for maintaining the advance fees scheme ledger and posting monthly journals within Sage 200. Also responsible for providing quotes of Advance Fees to parents.</li> <li>• Responsible for closure process for leaver accounts and issuing fees in lieu invoices.</li> <li>• Monthly reconciliation of all sales ledger and advance fees accounts</li> <li>• Setting up of Direct Debit mandates for parents wishing to pay fees monthly. Managing and maintaining the monthly direct debits payments and liaising with parents.</li> <li>• Responsible for debt collection across the College, managing the bad debt allowance reports to Senior management and chasing outstanding debt. (telephone calls, letters, POGOs as appropriate)</li> <li>• Maintaining filing systems.</li> </ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul>	

	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Maintain and up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</li> </ul>	
Supervisory and managerial responsibilities	Supervision of Fees Administrator (no direct line management responsibilities)	
Special working conditions	None	

<b>Person Specification</b>	<b>Key Qualifications, Knowledge, Skills and Attitude</b>	
Key Qualifications	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• AAT part qualified</li> </ul>	
Knowledge and experience required	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Understanding of sales ledger processes</li> <li>• Understanding of the complexity of the College environment and business areas</li> <li>• Good excel skills (vlookup, pivot tables)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience within an independent school environment</li> </ul>	
Skills required	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Good level of computer literacy, including experience of an accounting package and billing system</li> <li>• Good time management and ability to prioritise and work unsupervised</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Sage 200 and FeeMaster experience</li> </ul>	
Attitude and Personality	<ul style="list-style-type: none"> <li>• Professional manner in all internal and external communications</li> <li>• 'Can do' attitude</li> <li>• Great team work and collaborative style</li> </ul>	
Special working conditions	None	

This job description is a brief and concise description of the above job.

Date: May 2021

Prepared by: Gemma Rudrum – Finance Director

Approved by: Sheenagh Williams – Bursar

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date .....