



Thomas's

Junior Admin Assistant (Billing)

For further details please go to the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email HR@thomas-s.co.uk

thomas-s.co.uk



Application Details

We are looking to appoint a new member to the team to help support the accounts payable and account receivable officers.

This is a new role within a small team based in our Finance Office, in Ringwood.

The finance team are part of a flourishing, family-run group of independent, co-educational day schools based in London.

The Recruitment Pack should be read alongside the information available on our website.

Please note that referees will be contacted prior to the interview.

The hours of work are Monday to Friday 8:30am - 5pm, with 1 hour unpaid lunch break.

The team operate a hybrid pattern, Monday to Thursday in the office, Friday working from home.

Salary is £25,000 - £28,000 depending on skills, experience, and qualifications.

For further details go to the Thomas's London Day Schools website:

[thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team)

or email:

hr@thomas-s.co.uk

Closing Date:

16th May, early applicants are encouraged

Start date:

As Soon As Possible

Benefits

- Continuous Professional
- Development opportunities
- Employee Assistance Programme, offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit
- 30 days annual leave plus bank holidays

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day School*

The Role

Junior Admin Assistant - Billing

Responsible:

Accounts and Billing Officer & Finance Assistant

Duties and Responsibilities

- Assistance with the performance of the following duties across the transactional team:
- Preparation of termly billing runs ensuring accuracy
- Accurate posting of additional charges to parents prior to the issue of billing
- Processing of refunds to parents as required
- Tracking of payment plans for overdue accounts in accordance with agreed timelines
- Preparation and review of accurate and complete debtor statements to be sent to parents
- Monthly reconciliation of general ledger fee income to iSAMS reports
- Production of monthly income reports
- Tracking of deposits received and refunding / offsetting against fees as applicable
- Assistance with the performance of bank reconciliations
- Any other ad-hoc ad duties as required and in fulfillment of the role as directed by the Accounts
- Receivable and Billing Officer

Skills, Experience and Qualifications

- Numerical accuracy and attention to detail
- Strong organisational skills with the ability to prioritise tasks and meet deadlines
- Proficiency in Microsoft Excel (including formulas, spreadsheets, and data entry).
- Good communication skills, both written and verbal
- Ability to work independently and as part of a team
- Discretion and trustworthiness when dealing with confidential information
- 1-2 years of experience in a finance or accounting role (e.g., Accounts Payable/ Receivable, bookkeeping)
- Experience in processing invoices, reconciling bank statements, and maintaining financial records

Personal Attributes

- Accuracy is crucial in handling financial data, transactions, and reports.
- Comfort with numbers, basic accounting, and financial concepts is essential.
- Ability to manage files, invoices, and deadlines systematically.
- Handling confidential financial information requires a high level of trustworthiness.
- Clear and professional in written and verbal communication, especially when dealing with parents or colleagues.



**Be Kind
Be Thomas's**