



CLAREMONT FAN COURT SCHOOL



## **JOB INFORMATION**

### **FINANCE ASSISTANT (BILLING)**

Closing date: Wednesday 12 March 2025

Interviews will be held week commencing 17 March 2025



# THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE DEPARTMENT

Claremont Fan Court School (Claremont) has undergone significant transformation over the past five years, marked by strong pupil growth and increased staffing. The finance team plays a crucial role in managing the school's day-to-day business operations while supporting its strategic objectives and long-term vision.

Claremont fosters a professional, supportive, and friendly environment, valuing its staff and their contributions. The finance department is integral to the school's ongoing growth and development.

Following a review three new roles have been created within the finance department; finance assistant (purchases), finance assistant (billing) and a payroll administrator.

The finance assistant (billing) will join a dedicated and collaborative team committed to delivering exceptional, customer-focused service to the Claremont community.



# THE ROLE

In this new role, the finance assistant (billing) will be primarily focused on assisting the management accountant in managing the school's intricate billing procedures. They will maintain the fees billing ledger and accounts, carrying out the day-to-day billing tasks, including termly fee billing via Feemaster and ad-hoc billing via Evolve.

This role will be line managed by the management accountant, ensuring appropriate oversight of the more complex accounting entries.

### *Key responsibilities:*

- Generate and distribute invoices for tuition fees, extracurricular activities, and other school-related charges in an accurate and timely manner. Ensure correct coding and VAT treatment of all invoices.
- Administration of the school's fees in advance scheme including fees in advance calculations and termly reconciliations.
- Manage the trip costing process, liaising with the relevant parties within the Junior and Senior School, ensuring trips are accurately costed and approved by the Head of Finance.
- Record all incoming payments ensuring accuracy in financial records and correct VAT treatment.
- Reconcile accounts receivable transactions and prepare monthly statements for the Management Accountant to review, including income via Evolve, Stripe and iPay.

- Monitor outstanding balances, sending reminders and following up on overdue accounts as needed in a courteous and professional manner.
- Maintain accurate records of fee discounts awarded.
- Administration of services related to fee income, including School Fee Plan, childcare vouchers and Early Years Funding.
- Act as the primary contact for parents and guardians regarding account inquiries, providing prompt and clear responses to questions about billing, payments and other financial matters.
- Prepare regular accounts receivable reports and summaries, highlighting any issues or trends related to payments and outstanding balances.
- Maintain accurate and up-to-date records of student accounts and ensure all transactions are properly documented.
- Ensure all accounts receivable activities comply with school policies and financial guidelines, as well as relevant legal requirements.
- Assist with the preparation of papers for governors relating to fee billing and debtors.
- Assist with fee benchmarking.
- Assist with annual review and update of relevant policies and contractual documents.
- Identify areas for improving processes and recommend or implement solutions.
- Maintain up to date operating procedures for all areas of responsibility.



# THE PERSON

The successful candidate is likely to have the following:

### *Qualifications:*

- A good standard of education, especially in English and Maths at least to GCSE level
- Minimum of AAT level 2 Certificate in Accounting, recognised bookkeeping or similar qualification

### *Skills, knowledge and experience:*

- Previous experience of working in accounts and billing
- Experience of working in an independent school with fees billing experience is desirable but not essential
- Some knowledge and understanding of preparing VAT returns with experience of preparing VAT returns desirable
- Excellent numerical skills
- Experience of working within a busy team
- Strong organisation and time management skills with the ability to be proactive, resourceful, versatile and flexible
- Able to work quickly, accurately against set time limits

- Good accuracy and attention to detail whilst working under pressure
- Enthusiastic and self-motivated
- Able to use initiative with the ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision
- Strong team player with excellent interpersonal skills
- Excellent IT skills with good working knowledge of Excel
- Professional, friendly, polite and helpful approach
- Committed to promoting the safeguarding and wellbeing of children
- Exhibit tact, discretion and diplomacy and the ability to maintain the highest levels of confidentiality at all times, acting in line with GDPR
- High standards of personal and professional integrity
- Experience of working in a school environment is advantageous but not essential

### *Values based behaviours*

- Able to demonstrate the behaviours associated with our ethos and values of respect, integrity and collaboration



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary

lunches and refreshments during term time.

### *Terms and conditions*

#### *Hours:*

Full-time role, Monday to Friday, 37.5 hours a week between the working hours of 8am to 6pm, throughout the year

#### *Salary:*

Salary: Circa £30,000 - £33,000 p.a. dependent on skills and experience

#### *Holiday:*

25 days per year plus bank holidays



# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application form, which can be found on our [website](#). The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the head of finance, Rebecca Finnamore.

Please note: applications should be submitted by email to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk).

Documents must either be in Microsoft Word or pdf format as we are not able to accept any other type of file.

**Closing date: Wednesday 12 March 2025**

**Interviews will be held week commencing 17 March 2025**

References may be taken up at any stage during the recruitment process.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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