



ST. BEDE'S COLLEGE

Job Description

Post Title: Finance Assistant with Credit Control

Pay Grade: £23,500.00 – full time

Main purpose of role:

To provide an efficient and high-quality finance, admin support and credit control service within the school, contributing to the effective and smooth running of the school's Financial and Credit Control systems.

This will involve carrying out a variety of finance-related activities in accordance with agreed financial processes.

Responsible to: Finance Manager/Bursar

Main Duties/Responsibilities -

1. Resolve complex queries to ensure prompt payment is received.
2. Effectively negotiate suitable repayment plans within set guidelines.
3. Pursue outstanding invoices by written and verbal methods of communication.
4. Good telephone manner
5. Polite and firm in delivery of message (you will be asking parents to pay fees)
6. You will be able to read and understand accounting reports showing aged debtors and you will be able to prioritise your efforts to collect the most important debts.
7. Account management
8. Administration duties
9. This is a front-line job and St. Bede's must retain its reputation for integrity and fairness.
10. Support colleagues in the team to complete all relevant finance tasks.

Individuals in this role may also:

1. Assist with funding/grant submissions.
2. Assist with all audits and implement changes as required.
3. Deal with any queries relating to orders.
4. Liaising with other staff about finance queries
5. Attend meetings as required.
6. Any other job deemed necessary for the smooth running of the Finance Department

The post holder will be expected to:

- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school.
- Work to and within school policies and procedures, including safeguarding, child protection and health and safety.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's binding and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.