

JOB DESCRIPTION – FINANCE ASSISTANT

Reporting to Accountant, with responsibility for:

Fees:

- Prepare termly fees on iSAMs MIS database.
- Liaise with Nursery Co-ordinator to collect data for invoicing.
- Collect information and input extra charges onto termly invoices.
- Maintain a register of fee discounts, scholarships and bursaries.
- Create direct debit files for collection of fees.
- Investigate and resolve fee queries from Parents.
- Monitor payment of fees, send statements, and chase late payment of fees.
- Provide weekly debtor reports for the Director of Finance.
- Assist Director of Finance with collection of outstanding fees.
- Export termly fee run data to Sage 200.
- Reconcile fee income to iSAMs and pupil data on a termly basis.
- Post bank receipts to fees ledger in Sage 200.
- Record and bank cheque receipts in a timely manner.
- Administer Surrey County Council' Early Years Funding Scheme.
- Assist in the preparation of fee budgets.
- Assist with the submission of annual census data.

Cash Book and Bank:

- Record sundry receipts.
- Bank sundry receipts in a timely manner.
- Transaction posting.
- Preparation of weekly bank reconciliations.

Sales ledger

- Prepare room fee invoices for peripatetic teachers on a termly basis.
- Flat 1 & 2 Electricity recharges.

Other duties as required by the Accountant or Director of Finance, including:

- Summaries and analysis of data for management information purposes.
- Assistance with cash flow forecasting.
- Assistance with the preparation of information for the external auditors.