



IPSWICH SCHOOL

FEES LEDGER MANAGER

Part time, permanent, required as soon as possible

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It has over 1,000 pupils aged between 3 and 19 and is co-educational throughout. The Lodge Day Nursery opened in January 2018, and provides the very best care for younger children aged from 3 months to 3 years.

The School is consistently judged to be 'excellent' in all that we do, with the most recent report by ISI Inspectors confirming, Ipswich School has a fine record of academic success, which is placed within the context of an extensive range of activities outside the classroom. The School operates a five-day week, with representative sports on Saturdays. Games, CCF, Community Service and a variety of other activities take place on Thursday afternoons.

At Ipswich School our key aim is to encourage pupils to realise and fulfil their potential. By treating them as individuals, providing the best possible pastoral care, and kindling a real interest in their studies, we hope that they will enjoy their education and achieve the best possible results.

We have a day nursery (The Lodge Day Nursery), Prep School and Senior School, located near to Christchurch Park, with sports facilities located in Rushmere and at Notcutts, off Henley Road. This post is based in the Bursary, which is located in the Senior School on Henley Road.

Find out more about us by visiting our websites: www.ipswich.school, www.ipswichschoolenterprises.co.uk, www.ipswichschoolsportscentre.co.uk and www.lodgedaynursery.co.uk.

THE BURSARY AT IPSWICH SCHOOL

The Bursary is a very busy department in the School and we operate throughout the year. The Schools income is currently just in excess of £21 million per annum. The Director of Finance and Operations and her team are responsible for the non-academic operation of the School, which is wide ranging, and includes:

- financial and budget management and strategy, including the production of statutory accounts
- the appointment, management and development of staff
- HR policies, procedures, contracts and conditions of employment
- payroll and pensions
- buildings and estates maintenance including cleaning, caretaking, and the refurbishment and acquisition of properties
- legal compliance and purchasing
- the collection of school fees, including the administration of bursaries and scholarships and the oversight of debtors

- the provision of services such as insurance, catering and transport
- acting as Clerk to the Governing Body and providing support to Governors.

You will join a team of eight staff providing financial, administrative and HR support to the Director of Finance and Operations and the School's Senior Management teams.

THE POST

The management of the Fees Ledger is a crucial role in the School. You will manage the process of and be responsible for the collection of the School's income each term as well as be responsible for efficiently managing and looking for efficiencies in our fees invoice systems and processes. You will need to be able to work to strict deadlines, and will be responsible for pupils' fee invoices being correctly prepared and sent out on time. You will also be responsible for accounting functions, such as budgeting, the analysis of fees data, audit preparation and managing payments and direct debits. You will line manage the Fees Administrator and between you will be the main point of contact for bill payers.

You will therefore need to have a range of high level skills, including accounting and finance knowledge, advanced ICT skills, excellent communication and influencing skills as well as an ability to deliver great customer service (as you will have regular communication with parents and staff), and line management experience. You will also need to be highly organised to ensure the deadlines for collecting fees are met each term.

In addition to these key skills, we are looking for someone with the vision, drive and enthusiasm to continually review and explore best practice in the sector, implement changes that will improve and streamline our processes, and further improve the service we offer to our customers (parents and staff alike).

MAIN DUTIES AND RESPONSIBILITIES

The day to day management of the Fees Ledger includes the following administrative duties/tasks, which you will have overall responsibility for:

- Managing our database of parent/pupil fees information.
- Managing our remissions database and providing reports as required
- Being responsible for the upkeep and accuracy of pupil fees accounts and supplemental charges termly (e.g. for bus charges, school dinners, school trips etc.)
- Oversee VAT recording on all fee charges, obtaining the required information and answering queries from staff and parents.
- Maintaining direct debit records in accordance with Direct Debit scheme guidelines, including the setting up of new direct debit instructions, amending existing instructions and producing BACS files to collect payments.
- Producing termly invoices and reviewing all details for accuracy before sending invoices to parents for settlement.
- Approving appropriate mailings to parents regarding fees matters using the School's electronic postal system (IS Post).
- Producing month end/end of term reports in accordance with audit procedures/Director of Finance and Operations requirements.
- Reconciling bank statements and working with the Fees Ledger Administrator in dealing with all associated queries.
- Following up overdue accounts and activity managing debtors.

- Being the first and main point of contact with parents and staff for anything fees related, answering queries by letter, phone call, email and in person.
- Checking and overseeing banking as required.
- Supplying information to the School's insurers as required and ensuring parents are kept up to date with insurance cover details.

In addition, as Fees Manager, you will:

- Assist the Management Accountant and Director of Finance and Operations with the budget process each year, and the regular review of financial accounts and data relating to fees
- Complete working papers for year end audit in relation to the fees ledger
- Support the Financial Controller with the quarterly VAT return
- Proactively take a lead in identifying new ways of working to improve and streamline processes
- Explore new ideas and opportunities to continually develop and improve our service offering to parents and staff
- Manage the Fees Ledger Administrator positively, encouraging good team working practices and excellent communication.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

KEY RELATIONSHIPS

You will be line managed by the Finance Controller within the Bursary Team and will work closely with the Director of HR, Management Accountant and the Admission Managers in both the Senior School and Preparatory School. You will manage the Fees Administrator and work extremely closely with them on a daily basis. You will also work directly with the Director of Finance and Operations to provide updates on the fee position.

You will have regular contact with parents and pupils in respect of fee queries including debtor control and remissions , and teaching and support staff in the Senior School, Boarding Houses, and Preparatory School to obtain the charging information required to prepare the bills, offer support and answer fees related queries and provide data to the senior management teams as requested.

PERSON SPECIFICATION

You must be able to demonstrate the following essential skills/experience for this post:

Essential Skills/Experience	Highly desirable
Accounting/book keeping experience, ideally from working in a Fees Ledger, Sales Ledger or possibly a banking environment	Relevant accounting qualifications
Highly competent user of ICT (in particular Microsoft Office programs including Word, Excel, Outlook and Google Workspace).	High level Excel skills are particularly relevant in this role
Very good literacy and numeracy skills	Project management skills/ experience, including report writing and financial/data analysis

Demonstrable, high level skills and experience in communication and influencing including customer service	Relevant customer service qualifications e.g. NVQ Level 3
Excellent attention to detail, the ability to prioritise work and have a proactive approach to ensure deadlines are met	
Be adaptable and have the ability to deal with the challenges and changes of working in the education sector	
Line management experience and the ability to lead a successful team	
The ability to manage and protect data and ensure confidentiality	Knowledge of GDPR and Data Protection legislation
Experience in managing change successfully, and delivering positive, well-planned improvements to processes and systems	

In addition, you should:

- Have a positive mind-set, with a can-do approach
- Have drive and enthusiasm to explore best practice and seek continual improvements
- Be a great all round communicator, in writing, on the phone, by email and face to face.

WORKING HOURS, SALARY AND HOLIDAY ENTITLEMENT

- This is a part-time, permanent post, subject to a 6-month probationary period. You will work for 30 hours per week over four or five days (to be agreed with the successful candidate) throughout the year with a 30 minute unpaid break for lunch each day.
- Flexibility with working hours will be essential in this role, and you should note at busy times (for example when fees invoices are being produced each term), you will be expected to work additional hours as required to manage the process and to ensure deadlines are met. This will usually require you to work full-time (i.e. 5 x 7.5 hour days) in the week invoices are being finalised and sent to parents. This week typically falls 2-3 weeks before the start of each new term, so you should be aware, for example, that early/mid August is a busy period for the Fees Ledger team, and additional hours are likely to be required at this time of year.
- Any additional hours worked will preferably be taken in lieu at quieter times in the school year (after discussion with the Director of Finance and Operations) and/or claimed as additional paid hours.
- The salary (for 30 hours per week as detailed above) will be £25,600 - £28,000 per annum (£32,000-£35,000 FTE), depending on skills and experience
- Salaries are paid monthly in arrears by BACS on the last working day of each month and they are reviewed annually (usually in September).
- You will be entitled to 25 days' paid holiday per year (pro rata), increasing to 30 days per year after completion of 5 years' service, plus public holidays. Holidays to be taken at times to be agreed with the Finance Controller
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).

- After 3 months' service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme with 10% employer contributions
- The School offers a Cycle to Work Scheme, Employee Assistance Programme (with access to a 24/7 GP service and mental health support), and regular opportunities to socialise with other staff members at our Christmas and Summer Parties and other events.
- Generous fee remission is offered after 3 years of service to the postholder's child(ren) attending the School.
- The School runs an appraisal scheme for its support staff, to assist in the review and development of their role, and you will participate in this scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on 24th March 2025** to:
Jem Cranfield, HR Director, via email HR@ipswich.School or by post Ipswich School, 25 Henley Road, Ipswich, IP1 3SG. Please mark the envelope Private and Confidential.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held in the week commencing 31st March** when we will also ask candidates to undergo a competency assessment.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead.
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

March 2025