# JOB DESCRIPTION

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| **Job Title:** | Finance Assistant – Accounts Receivable | **Department:** | Finance |
| **Hours of Work:** | Monday to Friday - 7.5 hours per day (half an hour lunch break), 52 weeks per year (start and finish times to be negotiated, ie. 8-4, 8.30-4.30, or 9-5) | | |
| **Responsible To:** | Head of Finance | **Salary:** | Scale points 27.5-30<br>£34,346 - £37,493 per annum |

**Summary of Role**

The Finance Assistant – Accounts Receivable works closely with and is directly responsible to the Head of Finance for the complete accounts receivable function for Woldingham School and its subsidiary entities, including invoicing, maintenance of debtor accounts and credit control.

**Specific Responsibilities**

Invoicing

Raising invoices for all areas of the school and its subsidiaries (to currently include Marden Enterprises Ltd and Woldingham Vines Ltd), as follows.

- Termly fees for all pupils via the fee billing module on the student records system (iSAMS), being aware of contractual relationships to ensure the correct party(ies) are invoiced.
- Ensuring all discounts, scholarships and bursaries are correctly applied.
- Ensuring any fees paid in advance are correctly shown on the invoice.
- Invoices for extras such as flexi-boarding, ad hoc boarding, transport charges, and recharges.
- Communicating with academic/pastoral staff to ensure correct recharge amounts are included.
- Ensuring VAT is correctly applied to each aspect of the invoice and correctly handled in the finance system.
- Creating one-off invoices, e.g. deposits, composite fees and post results services charges directly from the finance system.
- Raising invoices for commercial activities based on the agreed contract, including events, residential stays, weddings and other activities.
- Posting invoices to the finance system as soon as they are issued.

Debt collection and credit control

- Carry out continuous credit control procedures, ensuring outstanding debt is chased in a timely manner by all possible means (phone calls, emails, statements).
- Maintaining the debtors' ledger, ensuring accounts are up-to-date and any communication with the debtor is recorded in notes or attached as a document.
- Importing bank receipts report into the finance system and allocate payments to the debtor accounts, daily.
- Processing the collection of fees by direct debit in accordance with agreements in force, both termly and monthly.
- Process School Fee Plan collections in accordance with agreements in force.
- Process payments by debit card via Opayo/SagePay when requested to do so by parents.
- Raise any concern around the collectability of debt with the Head of Finance as soon as it arises.
- Work closely with the Head of Finance to review the outstanding debt and the steps taken for recovery, understand the escalation procedures and know when to highlight a debt for escalation.
- Produce regular (at least monthly) reports on the debt position.

Other fee related tasks

- Preparation of fees in advance calculations, in response to parental enquiries and prepare draft quotation for the Head of Finance's review.
- Maintain a clear list of all fees in advance, by student, including the interest calculated in the quotation, and the release each term. Reconcile the amounts held on a termly basis.
- When notified by admissions, raise deposit invoices within the finance system, ensuring VAT is calculated correctly.
- Maintain a list of each student deposit held and reconcile termly to the funds held on the finance system and to the funds held per student on the student records system.
- Release deposits as appropriate on the final bill for each student, ensuring that all extras incurred have been billed before releasing the deposit.

General finance tasks

- Reconcile student numbers to termly income to ensure correct billing.
- Analysis and reconciliation of allocated nominal ledger control accounts either monthly or termly as required.
- Provide ad hoc reports and analysis of any areas within remit, as required from time to time.
- Work with other members of the finance team to understand relevant processes and provide support as and when required.
- To undertake any other accounting related tasks as may reasonably be required by the Head of Finance or Director of Finance & Operations.

# PERSON SPECIFICATION

| Essential | Desirable |
|---|---|
| **Qualifications** | |
| • GCSE or equivalent English and Mathematics. | • AAT / ACCA / CIMA qualified or working towards |
| **Operational Excellence** | |
| • Good all round accounting skills and experience.<br>• Excellent credit control skills and experience.<br>• Experience of working with finance systems.<br>• Excellent communication and interpersonal skills.<br>• Willing and able to speak confidently to and build rapport with parents, remaining calm and polite while remaining clear and consistent on the school's position regarding debt.<br>• IT literate, with good Excel skills.<br>• Good attention to detail and accuracy. | • Experience of working in a School and of using PASS, iSAMS and iFinance accounting software (the systems used within the school for accounting operations).<br>• Good understanding of VAT, particularly in relation to independent schools. |
| **Personal Behaviours** | |
| • Be self-motivated and enthusiastic.<br>• Proactive and shows initiative, be able to think ahead and prioritise.<br>• Able to work accurately and calmly to deadlines.<br>• Team player with a positive can-do attitude.<br>• Be able to work accurately and flexibly.<br>• Strong planning and organisational skills.<br>• Show high levels of integrity and professionalism. | |
| **Ethos and Whole School Values** | |
| • Committed to operating as part of the school community.<br>• Committed to the Sacred Heart Values.<br>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. | |
| **Safeguarding and Pastoral** | |
| • Committed to safeguarding and promoting the welfare of children and young people.<br>• A satisfactory Enhanced Disclosure from the DBS. | |