



## Job Description

|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title:</b>      | <b>Fees Ledger Administrator</b> |
| <b>Department:</b>     | <b>Finance</b>                   |
| <b>Responsible to:</b> | <b>Financial Controller</b>      |
| <b>Last reviewed:</b>  | <b>May 2024</b>                  |

### Job Outline

The primary objective of this role is to provide a complete, efficient and accurate fee billing and sales ledger service for the School, including parent/customer liaison and support to budget holders. The Administrator plays a central role in processing boarding and tuition fee invoices and collecting the resulting payments.

This starts with checking the information supporting each bill run to pupil records and liaising with colleagues in other departments to ensure the accurate billing of all recoverable charges. It extends to dealing with parent enquiries and collection of any outstanding amounts.

Accuracy and attention to detail are key skills to succeed in this role, which involves processing large volumes of information and adhering to deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is integral throughout.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Key Responsibilities

- To provide a complete, efficient and accurate accounting service for the pupil billing and sales ledgers including the timely and accurate processing of the following:
  - termly pupil and other sales invoicing
  - billing of accounts for pupil trips and other events
  - pupil additional charges including recovery of expenses
  - pupil registration fees and deposits
  - processing pupil refunds as required
  - bank receipts and payments

- To maintain regular reconciliations of the accounts which support our billing and debtor process including:
  - debtors ledger to control accounts with debtor reports
  - bank and cash accounts to statements
  - scholarship and bursary accounts to pupil records
  - pupil deposits and prepayments to admissions and current pupil records
  - agent creditor accounts to fee amounts billed and fee payments received
  - fee billing recovery accounts to supplier invoices
- To be responsible for credit control following established procedures for debtor collection
- To deal professionally with parent billing and other enquiries
- To support the annual audit process
- To assist in the smooth running of the Finance department, including supporting other members of the team as and when required, e.g., Purchase ledger / Cash book recording
- To provide other reporting and support as required

General Duties:

- To ensure that all work is supported with a transparent electronic audit trail i.e., supported by an appropriate filing system which contains clear and accurate working papers.
- To approach the role in a spirit of constant improvement and development in process and output.

**Other Requirements**

*Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

*Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Fees Ledger Administrator

### Person Specification

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| Good level of education, minimum A Level (or equivalent)   | ✓         |           |
| Completed or studying for a qualification such as AAT  |           | ✓         |
| <b>Knowledge, Skills and Experience</b>  |           |           |
| Experience in a similar role with high volume processing and strict deadlines                    | ✓         |           |
| Experience with an Industry standard accounting system including electronic invoicing to payment | ✓         |           |
| Experience in online Bank payment processing   | ✓         |           |
| Proficient in Microsoft Office and/or GSuite   | ✓         |           |
| Excellent communication skills, both written and verbal  | ✓         |           |
| Ability to understand and operate within a school environment                                    |           | ✓         |
| Highly organised with the ability to prioritise effectively                                      | ✓         |           |
| <b>Personal Attributes</b>   |           |           |
| Confident, self-motivated and proactive  | ✓         |           |
| Honest and reliable  | ✓         |           |
| Punctual and committed   | ✓         |           |
| Calm approach to multiple tasks and priorities   | ✓         |           |