



JOB DESCRIPTION

Billing and Credit Control Assistant

Reports to	Finance Manager
Working Pattern	Part Time – All Year round, Monday to Friday, 8:00am to 3.30pm (35 hours per week) with a 30-minute unpaid break.
Location	Orley Farm School
Pay range	Dependent on experience and qualifications - £20,000 - £22,600
Benefits	25 days paid holidays, Generous Company Pension Scheme, Complimentary breakfast and refreshments (term time Only), free onsite parking.

Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

The Role

To carry out general accounting duties to assist the Finance Manager in ensuring the effective administration of the school finances. This post is all year round as Bills are issued to parents during the School holidays, therefore annual leave will always need to be taken around the Billing cycle.

Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Finance Manager.

Billing Ledger and Credit Card

- Administration and maintenance of Billing Ledger, including posting of fees and extra charges, the preparation / production of fees invoices and recording appropriate changes to billing ledger account profiles.
- Ensure accurate processing of receipts from parents, posting receipts (cheques / bank transfers etc.) to appropriate billing account, ensuring items in the ledger are matched and outstanding balances dealt with accordingly. Ensure all cheques are registered and stored safely.
- Calculate and process monthly and termly direct debit collections. Maintain direct debit function within WCBS PASS system.
- Produce correspondence in respect of outstanding school fees when required. Provide the Director of Finance and Operations / Finance Manager with monthly reports on outstanding fees and act as a lead in the collection of outstanding fees.
- Investigate and reply to parent queries on a timely basis.
- Liaise with School Registrar regarding school pupil roll and records.

- Act as school lead for the Early Years Funding Scheme, ensuring timely claims and refunds are made.
- Ensure month end procedures is carried out on a timely basis including a reconciliation of debtor control account.

Early and Late classes registers

- Prepare and distribute registers for early and late class sessions. Calculate on a weekly basis, appropriate charges for inclusion on termly invoices.

Direct Debits / Debit – credit cards

- Process and allocate direct debit collections re school fee payments. Follow up unpaid direct debits and deal with accordingly.
- Maintain direct debits via AUDDIS – new, cancelled and amendments.
- Process debit / credit card payments and allocate to appropriate billing / nominal account.

Bank reconciliations

- Agree receipts and refund pupil deposits.
- Process and allocate direct debit collection re school fee payments. Follow up unpaid direct debits and deal with on timely basis.
- To compile weekly and month-end bank reconciliations, ensuring all "out-of-date" items are written back to the nominal ledger.
- To monitor and maintain usage of School's Euro Account.

Petty Cash

- Maintain petty cash excel reconciliation to Nominal Ledger.
- Check claims, receipts and reimbursement (Cash or BACS).
- Collate and process journal.
- Maintain Euro account.
- Expeditions and trips to include any currency required.

School Credit Card

- Collection of data for expenditure relating to school credit cards and reconcile to monthly statement. Process journal to Nominal Ledger as appropriate.

Lettings (Invoices and credit control)

- Raising termly manual invoices for lettings.
- Ensure accurate processing of receipts from Hirers, ensuring outstanding balances are dealt with on a timely manner.
- Ensure all cheques are registered and safely stored.
- Ensure credit control is carried out on a regular basis and escalated as appropriate.

General

- Other ad hoc duties as instructed by the Director of Finance or the Finance Manager.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A professional qualification in finance as well as a good level of education. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Computer literate and a confident and proficient user of MS Excel and IT for communications • A dynamic and proactive individual able to work in a busy and sometimes hectic environment, satisfying often-conflicting requirements in a quiet and efficient way. • Good organisational skills with the ability to understand and manage detailed information. • Self-motivated and able to plan and manage his or her own workload with a minimum of detailed supervision. • Good interpersonal skills to form effective working relationships with people at all levels of the School. • Able to articulate him or herself in a clear and concise manner in writing and verbally. • Attention to detail and accuracy. • Content to be part of a hard-working team with a strong personal work ethic. • An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School. 	<ul style="list-style-type: none"> • Experience in using WCBS PASS is desirable. • Previous experience of working in a School environment.

Attributes	<ul style="list-style-type: none"> • Ability to work independently and as a team member, taking instructions and direction. • Be a quick learner and have the ability to follow instructions. • Efficient and self-motivated. • Disciplined and organised with the ability to work under pressure and manage their own time. • Able to react calmly and quickly in an emergency. • Reliable, punctual and honest. • Flexible in approach to work and willing to cross boundaries; the support staff ethos at Orley Farm School is to help and assist each other to resolve problems and not stand back because the issue is not within one's own Department. 	
Training	<ul style="list-style-type: none"> • Training will be given on software packages. • The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years. 	

How to apply

Please send your completed application form to:

Purvi Patel, HR Administrator
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk