**JOB DESCRIPTION**

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| **Job Title:** | Billing officer | **Department:** | Finance |
| **Hours of Work:** | 9:00 – 17:00 Monday to Friday, 52 Weeks per year | | |
| **Responsible To:** | Head of Finance | **Responsible For:** | N/A |

**Summary of Role:**

The Billings Officer works closely with and is directly responsible to the School Head of Finance for all billing ledger operations relating to Woldingham School.

This job description provides a guide to and general description of the duties and responsibilities of the Billing Officer. It is not intended to be wholly definitive. In this respect, the Billing Officer will be expected to undertake any other accounting related tasks as may reasonably be requested by the Head of Finance or the School Bursar.

**Specific Responsibilities:**

**Billing -** To administer the School’s Billing Ledger system, including:

* **Fees -** To collect and administer the posting of all fees, including:
  + Day and Boarding fees for each pupil.
  + Discounts, Scholarships and Bursaries as provided by the Head of Finance each term, including the reconciliation of all fee concessions.
  + Fees protection insurance, AXA charges, including changes as advised by parents.
* **Charges -** To collect and administer the posting of all charges to the Billing Ledger, including:
  + Advising relevant staff of the final cut-off date for charges to be received for inclusion in the current term’s bills
  + Receiving charges by e-mail and import from Excel into the Billing Ledger.
  + Collecting all relevant costs for each charge.
  + Liaising with staff regarding queries on costs or charges.
  + Entering all charges onto the pupil ledger.
* **Termly billing -** To prepare all bills and supporting schedules for billing, including:
  + Checking all fees, fee adjustments and charges are correctly entered against each pupil and making any necessary alterations.
  + Ensuring that copy bills are set up for all pupils where required.
  + Marking all accounts where payment is made by direct debit, School Fees Plan or composite fee arrangement.
  + To pass all bills to the School Head of Finance for perusal before dispatch, bringing any apparent anomaly to the Head of Finance’s attention.
  + To handle all parental queries on bills in the first instance and make credits where necessary and/or authorised by the Head of Finance. Any disagreement or major discrepancy should be passed to the Head of Finance for official decision.

**Reconciliation of Recharges -** To reconcile the recharge accounts on the Nominal Ledger, including:

* Identify amounts to be recharged, ensure that all costs are recovered as appropriate and prepare reconciliation of each account.
* Monitor School trips expenditure and liaise with relevant staff to ensure correct recharge of costs.
* The preparation and input of journals to reallocate incorrect postings
* The preparation and input of journals to move excess/shortfall on recharge accounts after each bill run to bring recharge accounts to correct balances for the next term’s billing.
* Ensure that charge sheets are already held for any items awaiting charging and/or that the relevant member of staff is aware that they have not yet provided charge details so that the items are charged on the next bill.

**Collection of fees -** To be responsible for the collection of fees and extras for the Billing Ledger, including:

* Banking of all cheques received and enter the same onto the Billing Ledger.
* To record direct payments into the school’s bank account onto the Billing Ledger.
* Process 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 payment by Debit Card via SagePay when requested to do so by Parents.
* Monitor and chase debtors in consultation with School Head of Finance, including the issue of monthly statements, written correspondence, and telephone contact with parents.

**Payment of School Fees in advance -** Administration of the payment of School fees in advance, including:

* Preparation of Composition Fee calculations in response to Parental enquiries and prepare draft quotation for the Head of Finance’s review.
* When requested by the Head of Finance, prepare monthly journal of interest payments, according to each specific parent agreement and record on the Nominal Ledger.

**Deposits -** To administer the pupil deposit system, including:

* The receipt of deposits for prospective and current pupils and maintenance of records for future reference.
* The release of deposits as appropriate on the final bill for each girl, including the transfer of retained deposits to the Nominal Ledger.
* The reconciliation of deposit reports to the pupil accounts and Nominal Ledger controls, adjusting as necessary.

**General duties -** The following general tasks to be undertaken:

* To ensure the relationships between pupil and parent and/or other bill payer are correct for billing purposes.
* Reconcile pupil numbers to termly income to ensure correct billing.
* Make returns to insurance companies for fees protection insurance and AXA in respect of pupil numbers.
* Banking of miscellaneous receipts.
* Support the Head of Finance in respect of ad hoc day to day financial matters.
* Work as a team member within the Accounts Department and support fully, colleagues in their tasks during busy periods and assist in covering colleagues when sick or on holiday.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| It is expected that the Billing Officer will:  • Possess accounts background experience.  • Be fully computer literate and be confident in formulating and manipulating Excel spreadsheets. | * Experience of working in a School and of using PASS, iSAMS and iFinance accounting software (the systems used within the school for accounting operations). |
| **Personal Behaviours** |  |
| * Be professional and well organised, and a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly. * Be able to work under pressure and on own initiative. * Be self-motivated, enthusiastic and committed to supporting the school. * Contribute to the maintenance of a positive and supportive work culture. * Have excellent oral and written communication and interpersonal skills, and be able to mix easily with parents, pupils and colleagues. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the school community. * Committed to the Sacred Heart Values. * 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. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits:**

* Start Date: ASAP
* Hours of Work: Monday to Friday 09:00 – 17:00
* Salary: £32K to £36K pa
* Holiday: The holiday entitlement is 5 weeks per year plus public holidays.
* Pension. The successful candidate will be auto enrolled into the school’s pension scheme, which includes life assurance.
* Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
* Parking. There is free parking on site.
* Gym and Pool. There are staff sessions for use of these facilities.