



**Halliford  
School**  
SHEPPERTON

## **Part Time Finance Assistant - Billing and Credit Control**

### **Introduction to the Role**

We are looking to appoint an efficient and well organised Part time Finance Assistant to support the Bursar and her team.

The successful applicant should have considerable administrative and financial experience, excellent computer skills, especially in word processing and spreadsheets. Excellent interpersonal qualities and sense of humour are needed for this important role. The ability to work on your own initiative and under pressure, is essential.

This is a part time year-round (not term time only) appointment with a competitive salary and benefit package. The hours of work (approximately 25-30 hours per week) will be agreed with the successful candidate. Salary is competitive, dependent on experience and will be discussed at interview.

### **Process of Application:**

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, who will be delighted to assist you.

Telephone: 01932 2234920

E-mail: [maria.hartzenberg@hallifordschool.co.uk](mailto:maria.hartzenberg@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 18<sup>th</sup> June**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

## **Job Description – Part Time Finance Assistant - Billing and Credit Control**

**Lines of Responsibility:** The Part Time Finance Assistant is responsible to the Bursar.

### **Job Purpose and Description:**

The Finance Assistant will be responsible for all invoice preparation and credit control processes. The successful applicant will work closely with the Bursary team, liaising with colleagues, parents and external organisations as necessary.

### **Main Duties and Responsibilities**

#### **Fees Billing and Credit Control:**

- Produce accurate termly fee invoices to strict deadlines
- Maintain the fees billing ledger, create new records and keep the data up to date
- Ensure charges are accurately recorded and input termly
- Respond to fees queries promptly
- Manage fee deposits
- Produce Aged Debtor reports
- Credit control
- Investigate cases of outstanding payments and determine an appropriate course of action together with the Bursar
- Set up and manage direct debits
- Process School Fee Plan applications and manage School Fee Plan payments
- Liaise with an external debt management company.

#### **ParentPay and BioStore Administration**

- Work with the Finance Assistant on the day to day administration of ParentPay and School Shop.
- Chase outstanding payments for trips and activities.
- Ensure students & staff have credit on their accounts for breakfast, tuck and lunch.
- Ensure all students have up to date consent forms and are enrolled on BioStore

#### **Bursary Administration**

- To be the first point of contact for all bursary applications received from the Registrar.
- Manage new bursary applications with the external company and liaise with parents.
- Manage scholarship applications.
- Take responsibility for the bursary review process across all school years.
- Adhere to the Bursary Policy.
- Assist the Bursar preparing the Terms and Conditions / Parent Contract.

#### **Contract and Facility Reviews**

- Review existing contracts to ensure they continue to meet the needs of the school and are cost effective.
- Liaise with Assistant Bursar and Property team on routine maintenance programme.

#### **Other Tasks**

- Administer Gift Aid claims on behalf of the school and the PTA
- Responsibility for ensuring Student Insurances are recorded and processed accurately

- Preparation of new pupil packs
- Assist with School transport queries and charges for new students.
- To be proactive in identifying ways to improve the financial management of the School in terms of results, efficiency and controls.
- To be proactive in identifying and investigating any financial anomalies

**General:**

- Provide cover for Bursary staff as required during absences
- Ensure all personal data is managed, processed and retained in accordance with relevant data protection legislation.
- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Bursar in association with the above role.

**Conditions of Employment**

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## **Part Time Finance Assistant - Billing and Credit Control**

### **Person Specification**

#### **Skills and Abilities (all essential)**

- Excellent written and verbal communication skills.
- Excellent all round organisational and administration skills.
- Excellent accuracy and attention to detail.
- Excellent IT skills across the MS Office Suite, in particular Excel and Word
- Demonstrated ability to work as part of a team
- Ability to liaise confidently and responsibly with a range of stakeholders
- An excellent telephone manner and ability to deal confidently with enquiries
- The ability to alter communication style and tone to various situations
- An enthusiastic, 'can do' approach and commitment to Halliford School's ethos and aims
- Awareness of the importance of data security and confidentiality

#### **Qualifications and Knowledge**

- AAT or other finance qualification (essential)

#### **Experience**

- Previous experience working with fee billing and / or accounting software.
- Significant accounting knowledge in credit control
- Experience of working in an educational environment (desirable)
- Prior knowledge of ParentPay would be desirable

#### **Personal Attributes**

- A professional and approachable manner.
- Sense of humour and perspective
- Calm, diplomatic and level-headed
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in own decision-making and working on own initiative.
- A willingness to be involved in the wider school life of the School
- The ability to manage a busy workload and work effectively under time pressures.
- Displays commitment to the protection and safeguarding of children and young people.

#### **Additional Information**

##### **Non-contractual benefits to Staff Pension**

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

##### **School Fee Reduction**

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### **Meals and Refreshments**

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

### **Sports Facilities**

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

### **Travel and Visits**

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

### **Private Vehicles**

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

### **Professional Development and Postgraduate Study**

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### **Other Benefits including**

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk)
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

### **Disclosure and other pre-employment checks**

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.