



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Fees Ledger & Finance Coordinator  
**Department:** Finance  
**Report to:** Chief Finance Officer  
**Date:** Jan 2024

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### ROLE

To provide an effective school billing service including accurate reconciliation, reporting and Credit Control. To support the admissions and payroll processes. This role involves extensive contact with senior internal and external stakeholders and handling of confidential information.

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### SUMMARY OF DUTIES

#### Duties:

- Maintain, update and distribute all billing related information and records to include but not limited to:
  - Fees and extras sheet
  - Individual pupil records including fee band, concessions awarded, insurances and deposits.
- Collate extras charging lists with Academic Staff and update as appropriate.
- Post fees and awards to ISAMs and Ledger.
- Produce manual invoices on accounting system.
- Produce bills, credit notes and statements to fee payers each term including management of DD payments.
- Produce relevant reports and concessions analysis.
- Bank fee & trip receipts. Maintain lists of Trips receipts.
- Maintain Debtors spreadsheet.
- Be responsible for credit control process and debt collection; liaising with external collection agencies where necessary.
- Respond to internal and external queries as required.
- Undertake termly reconciliations including pupils' fees insurance, fees charged to pupil roll and pupil deposits held to nominal ledger.
- Liaise with Prep School administrator as required.
- Reconcile to fees charged and authorise termly commission invoices from Educational Agents.
- Maintain, monitor and run the ITQ Bursary System.
- Manage and run Fees in Advance process.
- Manage CEA Bursary process.
- Provide support and information to the Admissions team including data entry and spreadsheet management.

- Provide Payroll support including data entry, checking of information and reports.
  - Provide support to other members of the Finance Team as required.
  - Any other duties as reasonably directed by Chief Finance Officer.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Significant previous accountancy and/or fees/billing experience
- Excellent communication and customer service skills
- Strong IT skills including Word, Excel and accounting systems
- Team player
- Good attention to detail and accuracy
- Confidentiality
- Able to multi-task and remain calm under pressure
- Ability to use own initiative.

### Desirable

- Experience of working in a school environment
  - Data Input Experience
  - Payroll experience
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_