

At Mount St Mary's College, we seek, for the greater glory of God, to achieve an improvement in living and learning for our pupils, forming them into men and women for others who will use their education to contribute to the common good. The Finance team contribute to this by ensuring accuracy and providing a great service to all they come into contact with.

Billing Officer Outline:

To carry out all aspects of termly and monthly billing on behalf of the School and to provide excellent customer service to parents. To ensure prompt distribution and payment of school fees.

Key Competencies:

- Organisation
- Personal competencies (soft skills)
- Customer Focused
- Eye for accuracy and detail
- Resilience
- Analysis and planning
- Drive for improvement
- Dealing with complexity
- Tenacity

Key Responsibilities / Accountabilities:

- Responsible for all aspects of termly school fee billing including preparation of and issue to parents.
- Build relations with parents and deal with any enquiries they may have, resolving them in a timely manner.
- Accountable for preparation, issue and follow up of monthly nursery billing.
- Work with and supply information to School Fee Plan in support the billing process.
- Responsible for the running of early year's funding with the County Council and ensuring accurate reconciliation and allocation to nursery and reception bills.
- Responsible for daily allocation of all fee receipts to billing accounts and entering data on banking sheets for receipt of bank payments and prompt banking of monies.
- Undertake all entries to the billing module including setting up new billing and pupil accounts and accounting for leavers.
- Responsible for all aspects of credit control for school fees, including weekly reporting of debtors.
- Preparation of forecasting fees for parents and arranging suitable payment plans where required for approval of the Head of Finance.
- Being the key person dealing with the School's legal representatives on all debtor referrals.
- Responsible for other income billing of the School including issue of invoices, credit control and monitoring.
- Month-end and year-end reconciliations of all billing related balance sheet accounts including billing working papers for the audit file.
- Monitoring and accounting for year-end bad debt provision.
- Collating information on early year's funding and extra charge information from Barlborough Hall School.
- Calculating of bursary applications, review, reporting and monitoring.
- Review and monitoring of other remissions and working with other departments to ensure accuracy of billing.
- Review and monitoring of extra charges and working with other departments to ensure accurate billing of such charges.

Attitudes and Qualities:

- Strong sense of responsibility.
- Positive and flexible approach to working with others.
- Ability to take the initiative.
- Self-motivation, forward planning & creativity.
- Resilient individual.
- Logical approach to problem solving.
- Professional manner.
- Confidentiality.
- Organised and methodical.
- Focused, attention to detail & accuracy.
- Ability to manage own work & targets.
- Team player to ensure completion of tasks.
- An interest and empathy with the ethos and aims of independent education.

Skills and Knowledge:

- Experienced finance professional with relevant experience in Billings, Accounts collectable and Receivable or Credit Control.
- Relevant Maths & English qualifications.
- Strong organisational skills.
- Excellent communication skills.
- Administration skills.
- IT literate, with excellent Microsoft Excel skills.
- Good prioritisation skills.
- Experience dealing with confidentiality and data protection awareness.
- School policies.
- Previous experience in an Independent School or College is desirable but not essential.

This list is not exhaustive and additional responsibilities may be assigned which are reasonable in order to deliver aims of the School.

This document will be reviewed periodically and is subject to modifications where appropriate.

Cura
Personalis

The Magis

Integrity

Maturity

Holist
Education

Sharing Joy

Gratitude