



Inspiring future thinkers and leaders for 100 years



BILLING MANAGER

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Working Within the School

The post-holder will promote and safeguard the welfare of children with whom they come into contact. They must 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 the post-holder becomes aware of any actual or potential risks to the safety or welfare of the children in the School, they must report any concerns immediately to the School's Safeguarding team. This appointment will be subject to enhanced Disclosure and Barring Service checks.

Job Description

The Billing Manager is responsible to the Head of Financial Accounting and through them to the DFO (Director of Finance & Operations). This role, which is wide ranging, includes maintaining the sales ledger, managing credit control, posting recharges and bank receipts. The position requires a good communicator who is highly organised and has experience of working in a demanding and busy finance department. Attention to detail, accuracy and timeliness and good Excel knowledge are key skills required as is the ability to build relationships with those colleagues who provide information for the billing process.

Key responsibilities include, but are not limited to:

Sales Ledger

- Managing all aspects of the fee invoice preparation process.
- Termly fee billing.
- Preparation & Management of monthly and termly direct debit collections.
- Update DD's & change of bank details.
- Submission of DD's to bank.
- Posting receipts.
- Managing queries concerning fees, extras and fees in lieu bills.
- Administering deposit refunds.
- Reconciling month end fee control and bank accounts.
- Providing termly reconciliation of fees and deductions (scholarships, bursaries etc.).
- Assisting with month end management accounts and year-end audit.
- Inputting billing data onto fees billing software e.g. fees, extras charges, taxis, insurance.
- Setting up new parents/pupils on the Sales Ledger – maintain personal information and payment methods.
- Weekly banking – taking cash/cheques to local branch as required.
- Assist with the fee deposits and process leaver deposits on bills.
- Ensuring the Fees procedures manual is regularly reviewed and updated.

Credit Control

- Preparing and issuing appropriate debtor communication documents on behalf of the Head of Financial Accounting, Finance Bursar and Director of Finance and Operations.
- Issuing statements for all overdue accounts in accordance with the School's payment terms policy.
- Prepare information for submission to debt collection agencies.



- Producing annual School Fees Comparator.
- Producing weekly debtor report for the Head of Financial Accounting.
- Reporting on a weekly basis to the Head of Financial Accounting the status of overdue accounts.
- Ensure funds received are from the bill payer.

Bursaries

- Maintaining spreadsheets for bursaries, scholarships & other fee remissions.
- Ensure all fee remission is appropriately captured on termly bills.

Support - Billing Manager

The successful candidate will possess the following:

	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"> • Qualified by experience or an accounting qualification. 	
Skills, aptitudes and experience	<ul style="list-style-type: none"> • Strong Excel skills. • Sound knowledge of accounting packages. • Knowledge of standard accounting procedures within the Sales Ledger and Credit Control. • High level of computer literacy. • Strong analytical and problem solving skills. 	<ul style="list-style-type: none"> • Familiarity with iSAMS would be advantageous, however, full training will be given.
Personal attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Ability to develop and maintain relationships with both parents and staff. • Has the flexibility to assist the team where required and take on any other tasks as reasonably requested by the Head of Financial Accounting. 	



Working in Kent

Our location offers the opportunity to experience the beautiful Kent countryside, whilst being only an hour from London by train. Working for Benenden School means you can be assured of being close to rich medieval heritage, nestled alongside a thriving local community of creative and inspiring individuals.

Offers at Benenden

Offers of jobs at Benenden will usually depend on the applicant's application form, references and performance over the interview process. For some posts, particular qualifications or skills are required. However, all those who are offered a post at Benenden are expected to be:

- Responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or come into contact with.
- Supportive of and committed to the School's policies on Child Protection
- Supportive of the School's policies on Equal Opportunities.
- Mindful of their personal responsibilities relating to Safety, Health and the Environment.
- Mindful of the need to treat all sensitive information relating to pupils, fellow employees, and the business of the School as confidential.
- Mindful of the need to behave appropriately and professionally at all times with pupils, their parents, peers and other staff.
- Accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.

We are located:

- 1 hour 40 minutes from Heathrow 
- 1 hour from Gatwick 
- 1 hour from London to Staplehurst Station 
- 40 minutes from Tunbridge Wells 



Benenden School is committed to a policy of inclusion that sees the diverse population of its staff, students and governors as one of its greatest strengths. To ensure that everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity be at the heart of our ethos. We value diversity and are intentionally inclusive in our behaviours and culture.

TERMS AND CONDITIONS

Contract

This is a full time, all-year position.

Hours

37.5 hours per week, from 8:30am—5:00pm (1 hour unpaid lunch break).

Salary

In the range of £36,784.19—£38,661.30 based on 37.5 hours per week. Pay award pending.

Place of Work and Travel

Your principal place of work will be at Benenden School but the School may request you to undertake travel within the UK as may be necessary to fulfil your responsibilities. You will be reimbursed for any travel and accommodation as required when travelling on Benenden School business. The School is happy to consider requests for home working arrangements in line with its flexible working policy and the needs of the business.

Pension

As per government legislation, you will be automatically enrolled into the School pension if you meet the eligibility criteria.

Fee Remission

Members of staff receive a discount on the fees if their daughters are accepted into the School.

Holiday

Holiday entitlement is five weeks plus statutory Bank Holidays. The holiday year runs from September-August, in line with the academic year.

Benefits

All staff are eligible for free school meals and use of the Fitness Centre, including the swimming pool and library with plenty of free on-site parking.

Learning and Development

The School aims to support individuals in their employment by the provision of regular opportunities for learning and development.

Pre-Employment Checks

Any offer of employment will be subject to a minimum of two references satisfactory to the School, then a successful outcome of a medical questionnaire, checks of qualifications, right to work and identification. An offer of employment will also be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check.

Confidentiality

This position requires a high level of discretion. The School's business is confidential.

