



JOB DESCRIPTION

Department:	Finance
Post:	Finance Assistant
Responsible to:	Fees Manager
Job Purpose:	To assist and support the Fees team with all accounts receivable tasks.

MAIN DUTIES AND RESPONSIBILITIES

Payment processing

- Daily batch input of receipts and adjustments on to the sales ledger and cash analysis.
- Process debit card payments.
- Process termly and monthly direct debits. Send mandates to the bank and input details on to iSAMS and Sage.
- Process refunds for leavers' deposits and over-payments.
- Issue receipts for fees payments.

Bank recs

- Analyse and identify fees payments from bank statements for input to parents' accounts.
- Assist on process and allocate other parental payments for trips and other recoverables.
- Prepare monthly bank reconciliation, ensure payments are allocated and contact bank with queries.

Accounting transactions

- Process refunds for leavers' deposits and over-payments.
- Reconcile fees cash at the end of each month and prepare the general ledger journal.
- Monitor monthly payment arrangements and calculate late payment charges.
- Process admission fees for banking and prepare monthly batch for refundable deposits.
- Assist with batch input of recoverable charges.

Billing and Parental enquiries

- Prepare payment schedules for parents on instalment plans to send with termly invoices.
- Inform parents of unpaid direct debits and cheques and follow up replacement payments.
- Chase new parents for DD mandates and keep records of responses.
- Prepare termly pro forma invoices for parents who require advance notice.
- Answer phone calls and emails from parents concerning their payments and queries on their bills, including monitoring the team's main mailbox.
- Assist the team with processing termly fees invoices.
- Assist the team with processing extras/recoverables.

Debt Collection

- Assist with chasing outstanding fees account.
- Drafting replies to queries on outstanding debts.

Scholarship & Bursary applications

- Assist team members with documentation and assessment of bursary applications.

System, regulatory and process controls

- Perform internet searches and monitor payments for reports under Anti-Money Laundering Policy.
- Update iSAMS with fees details and parent/pupil codes for all new joiners.

General

- General office duties including answering the telephone, monitoring and assisting with email queries, filing and photocopying.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role e.g. supporting on projects and/or covering for others in the team during absence.
- Safeguarding children is the responsibility of all members of Millfield staff.

PERSON SPECIFICATION

- Experience in finance, accounting, or administrative roles, preferably within an educational setting.
- Proactive and self-motivated with the ability to work independently and as part of a team.
- Clear and professional communication skills, both written and verbal.
- Strong administrative and organisational skills.
- Strong numerical skills with high accuracy and attention to detail.
- Excellent IT skills, particularly in Microsoft Excel and accounting software.

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

I understand the duties and commitment statement listed above.

I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....