



JOB DESCRIPTION

<i>Job Title:</i>	Fees Manager
<i>Responsible to:</i>	Finance Director
<i>Works for:</i>	Finance Director
<i>Direct involvement with:</i>	Finance Director, Bursary Manager, Payroll and Accounts officer, Purchase Ledger Clerk, academic/boarding staff and parents.
<i>Hours:</i>	Full time (9am to 5pm with one hour for lunch)
<i>Job Purpose:</i>	Responsible for the management of the parent and pupil ledgers and all associated accounting processes. To produce the termly fee invoices, manage external organisation fee funding processes and timescales, monitor and record payments and manage debtors as necessary.
<i>Main Duties</i>	<ul style="list-style-type: none">• To prepare the termly fee run producing accurate invoices for parents.• With the Finance Director, maintain accurate records of scholarships, bursaries and other discretionary awards.• Liaison with academic and boarding staff to ensure that pupil 'extras' are accurately recorded and posted in time to meet the fee run each term.• To manage the full administration and be point of contact for NYCC in terms of headcount, census and Early Years Funding. This includes ensuring parent agreements are in place.• To accurately record the payment of fees on the ledger.• To process direct debits and standing order payments and to post these onto the system.• To answer parental queries about the bills in a professional and timely manner.• To ensure that all debts are chased and properly managed and parents are communicated with in a professional manner.• Meet with Parents as required to respond to financial queries and/or manage debt recovery plans.• To produce final accounts for those pupils who have left.• To liaise with the Admissions and Marketing Department regarding new pupils and to ensure deposits and new pupil data are recorded accurately.• To maintain a debtor listing and to meet regularly with the Finance Director to discuss it.• To process changes to pupil and parental records to ensure the PASS database is accurately maintained.• To manage the payment of agent commission and ensure its accuracy.

- To reconcile both the fees ledger and the nominal accounts related to fees in a timely manner.

*Person
Specification*

Essential:

- Good level of numeracy (educated to GCSE including Maths and English (Grade A-C);
- Excellent communication and interpersonal skills;
- Excellent customer service standards;
- Ability to deal calmly, professionally and effectively with a diverse group of people both within and outside Harrogate Ladies' College;
- Strong administration skills;
- Excellent organisational and time management skills;
- Good IT skills;
- Ability to maintain absolute discretion and maturity in handling sensitive/confidential data;
- Ability to take responsibility for own work;
- Ability to work to and achieve tight deadlines;
- Excellent attention to detail with the ability to actively seek and find solutions to problems;
- High standards of work and performance;
- Effective team player with a 'can do' attitude.
- Experience of bookkeeping.
- Previous experience in a similar role preferable

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.