



Post: Finance Assistant Fee Billing Clerk

Reporting to: The Financial Controller, Prior Park Schools

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

Purpose of the Role

The Finance Assistant, Fees Clerk (FAFC) will maintain the UK schools Billing Ledger, prepare and process termly fee billing and operate credit control.

The post holder will work closely with and supporting the Financial Controller (FC) in the operation of the Billing Ledger function for Prior Park Schools, predominantly for Prior Park College (PPC) and The Paragon School (TPS).

The Finance Department

The Finance Department is a central function providing comprehensive financial and payroll services across the Trust.

The team consists of the Financial Controller (FC), an Assistant Account (AA) a Purchase Ledger Clerk (FPLC), a Finance Assistant, Gibraltar (FAPPSG) and a Finance Assistant, Fees Clerk (FAFC). The Finance function operates all year round.

Contacts

The FAFC can expect to have contacts with a wide range of stakeholders both across Prior Park School, and within the Business Services Team. There will be extensive external contact with parents and agents.

The Role

The FAFC reports directly to the FC and will work closely within the central Finance Team in Bath. The post carries a reasonable level of responsibility, and the post holder will have access to, and full support of the FC.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

Fee invoices are issued to parents during the School holidays, therefore annual leave will always need to be taken around the Billing cycle.

The FAFC role scope includes but not limited to:

Billing Ledger & Credit Control

- Administration and maintenance of Billing Ledger, including posting of fees and extra charges, the preparation / production of fees invoices and recording appropriate changes to billing ledger account profiles.
- Calculate and process monthly and termly direct debit collections. Maintain direct debit function within iSAMS and iFinance systems.
- Update Parental Debtor spreadsheet daily with cash movements and comments and reconcile back to Billing Ledger
- Produce weekly Debtors Report & meet with the FC to discuss debts
- Chase outstanding debtors on a regular basis and flag any concerns to the FC
- Ensure payment plans are kept on track
- Provide information to debt collectors with regards to any uncollectable debts
- Apply interest monthly on outstanding debts, as required

EYE Funding and Local Authority Funding

- Administration, maintenance and reconciliation of EYE and other Local Authority Funding related to pupils.
- Calculate and apply termly funding to relevant pupil accounts
- Input and maintain B&NES Live Register and enter data on to the B&NES portal

Pupil Insurance Schemes

- Reconcile P/L invoices against billing and provide termly declaration to providers

Banking (including Flywire)

- Run daily bank reports & post cash received
- Bank and post cheques/cash receipts & process bank and Flywire transfers

School Fee Plan (Premium Credit)

- Input fees and Authorise New Agreements & process annual renewals
- Update termly fees, including extras
- Post and reconcile remittances

Trips / Extras

- Liaise with Teachers re extras analysis and parental queries
- Produce termly extras logs & post extras to billing accounts
- Reconcile trip deposits and advise trip organiser(s) of any debtors
- Organise cash for trips

Petty Cash

- Processing Petty Cash requests and cash advances for boarders
- Processing cash received and arranging cash collections
- Top up Petty Cash tin when required
- Maintain Charities Spreadsheet

Year End / New Academic Year

- Produce Leavers Bills and process year end procedures, including refunds
- Review new pupil accounts, create, and link to Billing and sibling accounts and enter any applicable information
- Enter new fees, rates, remissions into iSAMS as required
- Input information from New Pupil Financial Information Forms

Audit

- Provide audit information as required including but not limited to:
 - Provide termly fee reconciliations and monthly billing reconciliation reports
 - Provide Pupil Deposit reconciliations
 - Provide Fees In Advance reconciliations and statement for fees received for more than one year in advance

Team

- Play an active and supportive role in the central Finance Team.
- Attend weekly team meetings and contribute to the objectives of the Department.
- Covering for other team members during absence.

Line Management

The FAFC has no line management responsibility.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed May 2023

Professional Specification and Personal Attributes

The post holder will be proactive with a keen eye for detail with good interpersonal and communication skills. They will be able to liaise with applicants and staff at all levels in a friendly and professional manner. They will be expected to maintain the utmost confidentiality and will need excellent organisational skills and be able to demonstrate a methodical and organised approach.

	Essential	Desirable
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Qualification	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent 	<ul style="list-style-type: none"> • Educated to A level or equivalent • Relevant and up to date financial qualifications, e.g. AAT
Experience	<ul style="list-style-type: none"> • Proven experience of the management, and operation of finance systems • Demonstrable practical experience of operating in a Finance environment 	<ul style="list-style-type: none"> • Experience of working in a school or other educational establishment • Billing Ledger experience. • Knowledge of iSAMS and or similar Finance system
Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of IT, admin and office systems • Knowledge and awareness of the importance of confidentiality and data protection 	
Skills and competences	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation • Strong numeracy and analytical skills and an ability to input and interpret complex data using IT systems • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role 	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by any of the schools or disclose such data to a third person.



Prior Park Schools

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the FAFC can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.