



Felsted

FELSTED SCHOOL JOB DESCRIPTION

Fees & Billing Manager

The Role

Accountable to: Head of Finance & Chief Financial Officer

You will be responsible for managing the fee billing process and fee collection for the school, ensuring smooth and accurate financial operations, whilst working in a dynamic and fast paced environment.

Role Responsibilities (illustrative, not exhaustive, list):

Fee Billing

- Managing and performing the termly fee (3 times a year) billing process, ensuring the bills are added to the portal one week before the end of term.
- Termly review of Boarding Status changes in preparation for the Billing cycle, liaising with House Masters/Mistresses and the Admissions Department and Admissions on changes and ensuring they are reflected correctly in PASS.
- Using fee projection reports to complete fee reconciliation against the control account and posting fees to PASS.
- Managing School Fee Plan applications and liaising with parents who cancel their Direct debits mid-way through the term. Completing the termly renewal for School Fee Plan and liaising on any required fee amendments.
- Managing the staff salary discount calculations – regular check-ins with HR on starters and leavers, ensuring timely submission to payroll of the staff salary deductions file.
- Manage adhoc billing in relation to short term placements, overseas pupils, annual bills and military families.
- Production of Fees in Advance Bills and sharing with parents.
- Oversight of Billings mailbox and Billing Portal mailbox – answering parent queries.
- Regular review of scholarships & bursaries with CFO.
- To oversee the production of the extras bills once extras charges have been loaded to PASS.
- Managing the Direct Debit collections with support from Cashier.
- Supporting the Head of Finance in the implementation of Early Years Funding – should it go ahead and its continued management.
- Support the Head of Finance and CFO with the longer-term strategic review of School fees, staff fee remission, loyalty/sibling discounts etc.

Database Maintenance

- Setting up new pupils on PASS using information in Open Apply and iSAMs.
Reconciling deposits at year end for Audit.
- Process Credit balance refunds for leavers and managing the production of final Leaver Bills.
- Request write-off of old Debit balances.
- Amending Leaver status in PASS.
- Ensuring PASS reflects the correct contact details ensuring the account markers are

correct and current. Making sure Notes in PASS reflect current state of play for payment of fees, whether that be delayed payment or a specific payment plan.

- PASS versus iSAMs pupil reconciliation once per term and investigating any anomalies.
- Creating a new database in PASS ahead of the New Billing Cycle July/August.
- Monthly Billing Ledger reconciliation and closure – Y711.

Credit Control

- Responsible for credit control of all fee debts, acting within the guidelines set out within the Debt Policy.
- Maintaining the debt ledger file and ensuring that the document reflects all the latest cash payments made to the school.
- Using sound judgement to escalate cases where parents are not responding to the standard letters of communication. Liaise with 3rd party debt collectors.

Other

- Termly Calculation of Personal Effects Insurance for Billing and sign-off of invoice for payment to Insurers.
- Monthly Sales Ledger reconciliation (Y711)
- Fees In Advance – responding to requests for quotes, maintaining the FIA Master file and ensuring it reconciles to PASS for year end.
- Supporting the Head of Finance with any audit queries related to Billing.
- Supporting other members of the School's Finance team as deemed necessary from time to time.
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and

Experience Essential:

1. Good level of education, A*-C/9-4 grade GCSE's in Maths and English, or hold an equivalent qualification
2. Excellent and demonstrable communication skills at all levels, verbal and written
3. Approachable and friendly manner with a 'can-do' attitude towards work and customer service
4. Excellent organisation and attention to detail skills
5. Confident use of MS Office & Google Workspace, in particular MS Excel formulas
6. Excellent financial administrative skills
7. Demonstrative experience in Bookkeeping and handling cash
8. Be able to work under pressure to meet deadlines
9. Able to remain calm, professional and flexible within a busy environment.
10. Understand and commit to the Safeguarding of Children
11. Promote positive working relationships

Desirable:

1. A-Level qualifications in Maths or English or hold an equivalent qualification
2. Previous experience of working in an educational environment

Reward and Recognition

- Annual leave allowance of up to 25 days each year plus Public Holidays (pro-rata)
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life insurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)

TERMS OF EMPLOYMENT

- All-year round, 52 weeks per year
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.