



**SOLIHULL**

## **Finance Assistant (Billing and Purchase Ledger)**

The Finance Assistant (Billing and Purchase Ledger) will be directly responsible to the Finance Manager (Assistant Bursar) and deal with all aspects of maintaining the billing ledger ensuring timely and accurate processing and issue of termly fee invoices. They will work with other school departments to ensure all relevant charges are included on fee invoices, including lunches, exam fees, music and other co-curricular activities. The Finance Assistant (Billing and Purchase Ledger) is a customer facing role, they will have excellent communication skills as there is a requirement to work with internal and external stakeholders. The role will also provide support to the wider Bursary Team.

This is a full-time (37.5 hours per week) full year role, although part-time hours would be considered by negotiation.

### **Principal areas of responsibility:**

- Liaise with the local authority and submit early years funding data termly;
- Carrying out monthly control account reconciliations;
- Monitoring parent billing accounts on a regular basis, preparing and issuing credit control documents as required;
- Support the Finance Manager and Bursar in debt management and historic debt collection actions;
- To be responsible for the administration of any monthly direct debit schemes with external agencies and parents;
- To be responsible for the administration, reconciliation and refund of confirmation of entry deposits;
- Support the Finance Manager and Bursar in the evaluation, administration of bursary and scholarship awards, including annual reviews
- To be responsible for the administration and reconciliation of school leavers;
- Purchase Ledger administration, ensuring timely and accurate processing and payment of purchase invoices, liaising with suppliers as required (alongside other Purchase Ledger Administrator)
- Dealing with stationery requests and maintaining stationery stock to operational levels, and control of the stationery budget.
- Providing cover within the Bursary Finance Team as and when required;
- Assisting with accounting year-end procedures and any other auditing requirements;
- Archiving and filing;
- Assisting with ad-hoc general accounts work as required;
- Providing cover for the Bursary reception and supporting the PA to the Bursar in office administration requirements;
- Any other reasonable requests in negotiation with the Bursar and Finance Manager.

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster
- Annual Review

## Person Specification: Finance Assistant (Billing and Purchase Ledger)

In order to be shortlisted for a role at Solihull School, you must demonstrate that you meet all of the essential criteria and as much of the desirable criteria as possible.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard level of education including grade C or above in GCSE Mathematics and English (or equivalent)</li> <li>• Willingness to undertake training and development</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with accounts software packages</li> <li>• General accountancy/purchase ledger experience</li> <li>• Previous experience of working in an administrative role and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous cash handling /banking experience</li> <li>• Previous experience of working in an educational environment</li> <li>• Previous experience of early years funding and billing</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills and the ability to multi-task</li> <li>• Excellent written and verbal communication skills and knowledge of Microsoft IT packages (or equivalent).</li> <li>• High level of numeracy and data-entry skills</li> <li>• Awareness and understanding of safeguarding and welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/experience of Management Information systems</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to challenge colleagues and provide constructive criticism as required</li> <li>• Ability to contribute to strategic plans</li> <li>• Ability to work under pressure, organise and prioritise workload</li> <li>• Ability to work on own initiative, work without direct supervision and solve problems</li> <li>• Ability to draw clear, calm boundaries when appropriate</li> <li>• The capacity to remain calm and cope with the unexpected</li> <li>• Ability to problem solve</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to improve and implement new systems and processes</li> <li>• The ability to assess and defuse difficult conversations and communications</li> </ul>

## Requirements of all Staff Members at Solihull School:

	REQUIREMENT
<b>Requirements within role</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children.</li> <li>• Adherence to the school's policies, processes and procedures including the Safeguarding and Child Protection Policy.</li> <li>• Supporting the aims and values of the school, including the school's Christian ethos, acting as a role model to pupils and treating all members of the school community with respect.</li> <li>• Commitment to continuing professional development, willingness to undertake training as required, participate in staff training including INSET days where required and reflect, and improve on, own practice.</li> <li>• Participation in the effective management of the school by attending meetings as required.</li> <li>• Adhering to the Health &amp; Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard for the health &amp; safety of all members of the school community.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Physical and mental capacity to undertake the role, and an exemplary previous attendance record.</li> <li>• Highly professional manner, flexible attitude and a supportive colleague who is able to build positive relationships with relevant stakeholders.</li> <li>• High degree of personal integrity and confidentiality.</li> <li>• Able to take a common-sense approach with high levels of diplomacy, tact and empathy.</li> <li>• High standards of work with excellent attention to detail.</li> </ul>