



Beechwood Park

Our
future
starts here

Recruitment Information Pack

Billing Manager



A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Billing Manager here at Beechwood Park School, joining our team of happy, dedicated staff.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

In January 2026 we announced the joining together of Beechwood Park School and St Albans School, uniting two schools with a shared ethos, a strong sense of community, and a long history of partnership. By joining together, we strengthened both schools and enhanced the opportunity for a continuous, high-quality education from ages 3 to 18, for families who choose it.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that was awarded a significant strength at its most recent ISI Inspection, alongside a fully compliant and clean bill of health. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon. Your recruitment journey starts here. Our future starts here.

Best wishes,

Christian Pritchard

Headmaster



A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Pre-Prep and Middle School buildings. In 2005 Beechwood Park extended its provision to include an off-site nursery, then opened our purpose built Woodlands Nursery on site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with an outdoor classroom, an indoor swimming pool, recording studio, music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.



What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

A remuneration package including:

- Salary of £38,000 - £42,000.
- 6% employer pension contribution.
- Lunch in the school dining room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

Job Description

Position: Billing Manager

Reports to: Chief Operating Officer

Contract Type: Full time (40 hours/week), all year round

Start Date: As soon as possible

The Role

We are seeking an experienced Billing Manager to join our Finance team at Beechwood Park School.

The position holder is required to work independently but within policy and professional standards, referring to the COO and other members of the SLT as and when necessary as well as ensuring smooth and accurate financial operations.

Key Responsibilities

Billing and Collection

- Manage the accurate production and timely despatch of termly and interim invoices:
 - Update the accounts for new and leaving pupils, liaising with the Head of Admissions.
 - Liaise actively with other staff to collect details of disbursements including nursery session variations, after school activities, the School Bus Service, bursaries, eligibility discounts and other adjustments.
 - Post all adjustments to the billing accounts.
 - Maintain parent files, amend addresses and fee details as necessary.
 - Produce invoices and check for accuracy before despatch.
 - Advise School Fee Plan (SFP) and any applicable insurers of renewal figures.
- Manage credit control, including following up with problematic fee arrears cases:
 - Monitor and handle receipt of payments including direct bank payments, childcare vouchers, and tax-free childcare.
 - Post receipts to school accounts.
 - Respond to queries promptly and professionally.
 - Chase late payers in accordance with agreed procedure.
 - Manage recovery of debts. If necessary, consider, in conjunction with the COO, initiating legal action/exclusion for non-payers.
 - Produce regular outstanding fee reports for the COO.
- Manage the School's Fees in Advance scheme.
- Manage the School's deposit system.
- Manage and reconcile the school accounts for overseas tours, educational trips and other activities as required.

Job Description

Key Responsibilities (continued)

Sales Ledger

- Ensure that all income due from facilities lettings and other income streams is collected and accounted for in accordance with financial regulations.

Banking and Cash Book

- Handle all inward banking transactions for the School.
- Pay in cheques and cash to the bank promptly.
- Daily bank reconciliation of current and deposit accounts.
- Liaise with the Purchase Ledger Administrator to ensure all direct debits, standing orders and other payments are recorded appropriately.
- Liaise with the School's bankers and continuously monitor the School's cash position to ensure efficient management of School funds.

BPSPA

- Provide a bookkeeping service and manage banking transactions for the Beechwood Park School Parents Association (BPSPA), for whom the School acts as custodian trustee.
- Liaise with Committee Chair and Treasurer to authorise transactions.
- Liaise with the event manager for each event, providing regular updates on the financial position of the event.

Financial Management

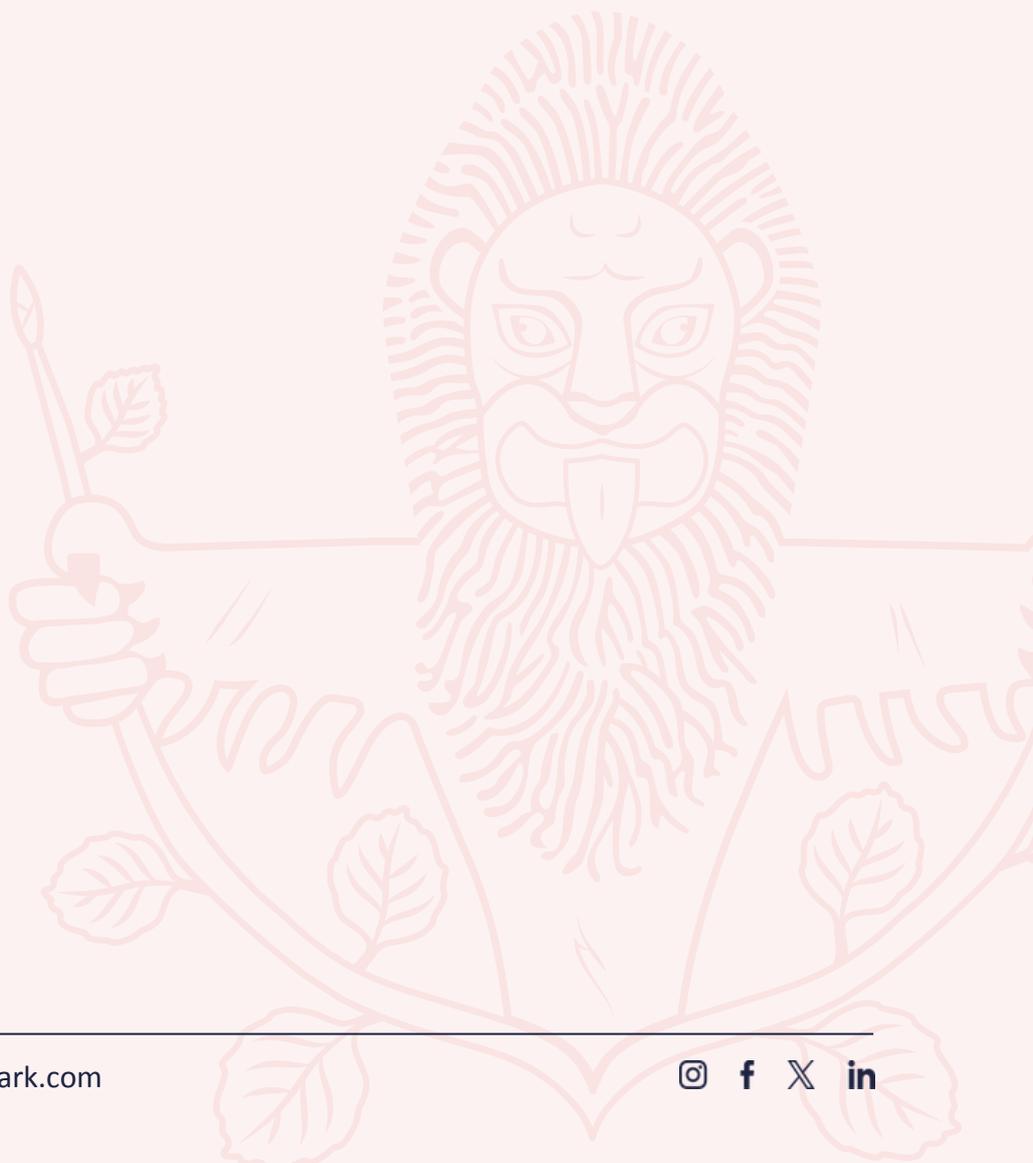
- Ensure the correct accounting treatment of VAT on all transactions within the role's remit.
- Maintain an accurate filing system for all billing, sales and nominal ledger documents.
- Support the School's preparations for financial and internal audits and prepare responses to audit queries.
- Provide financial information and advice to the COO, Head, budget holders and other key stakeholders, promptly responding to queries and requests for information.
- Assist and complete as required with external returns e.g. Charity Commission.
- Check and authorise, where applicable, transactions administered by others in the Finance team.
- Support in delivering the schools' financial risk management processes, making a contribution towards the reporting of financial risks and ensuring that effective systems operate within the schools to manage risks.
- Develop and introduce new systems and processes as required to support the efficient running of the department.
- Provide occasional cover for other members of the department.

Job Description

Key Responsibilities (continued)

General

- Maintain confidentiality in respect of BPSPA and school-related matters to prevent disclosure of confidential and sensitive information.
- Promote and safeguard the welfare of all members of the school community by understanding and following the School's Health and Safety, Fire, Safeguarding and Child Protection policies and procedures.
- Actively support the values of the school at all times.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures.
- Promote the good name and reputation of the school.



Skills & Experience

Essential requirements for the role:

- Ability to work in a way which promotes the safety and well-being of children.
- Qualified to A-Level or beyond.
- Bookkeeping or accounting qualification (candidates who do not hold an accounting qualification but with significant experience relevant to the post will also be considered);
- Billing /sales ledger and credit control experience;
- Experience of the financial, business and administrative management of a medium-large organisation.
- Excellent communication skills with colleagues, parents and governors, with a track record of building productive working relationships with key internal and external stakeholders.
- Strong attention to detail.
- Organisation skills.
- Flexible and proactive attitude to work.
- Well-developed IT skills (MS Office, school financial systems).
- Demonstrable commitment to Continued Professional Development.
- Sound knowledge of, and ability to ensure compliance with, data protection regulations and best practice.
- Diplomacy and the ability to act with integrity, professionalism and confidentiality at all times.

Desirable requirements:

- Experience of working in the financial management of an independent school.
- WCBS PASS experience and/or iSAMS and iFinance experience (training will be given as required).
- An understanding of the legal, financial, and political workings of an independent school and best practice on the current challenges faced in the sector.

The Recruitment Process

Beechwood Park School's purpose is to provide an exceptional education, giving every child the best possible opportunity to lead a happy, successful and productive life.

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Park Purpose, Vision and Mission across all aspects of its educational provision. Health and Safety, Safer Staff Recruitment, Child Protection, and the School Values stand as the four cornerstones of pupil and staff welfare.

The School requires all of its applicants for employment to complete an online application form that is structured in such a way that it is compliant with KSCIE requirements.

Applicants will be asked to produce original documentation of certificates and qualifications, and identity verification including evidence of the candidate's right to work in the UK. The School will undertake an enhanced DBS clearance check for the successful candidate. Beechwood Park School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our Head of People:

recruitment@beechwoodpark.com

We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Chief Operating Officer or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.

To apply for the role:

- Applications must be submitted via the school's careers page at [MyNewTerm](#) and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via recruitment@beechwoodpark.com
- Applications must be received by Sunday 15th March at 9pm.
- Visits to the school, by appointment, are welcome.



Beechwood Park

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beechwoodpark.com

