

Billing & Debt Administrator

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

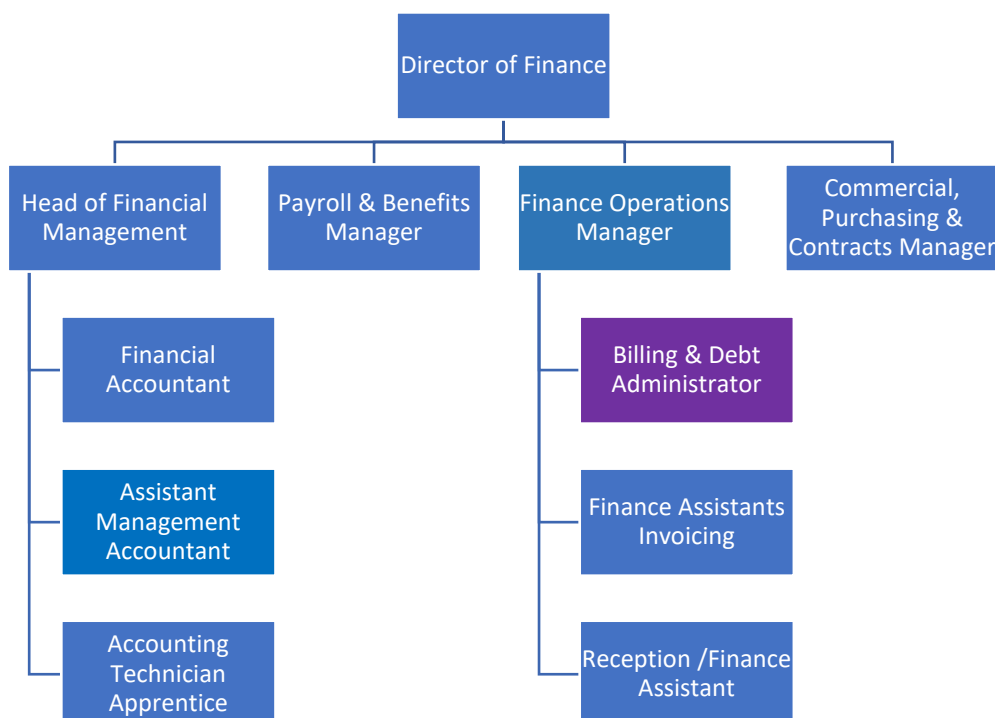
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to provide accurate and efficient management of the School's fee billing process, including termly invoice production, payment handling, parent queries, reporting & debt management, with excellent customer service.

About the department

Working within the Finance department, the role holder will report to the Finance Operations Manager.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- To act as the central point of expertise on behalf of the Bursary, in respect of all School fee invoicing, extras and payment handling, providing excellent customer service at all times.
- Work with internal & external stakeholders including local traders to ensure all 'extra charges' are billed on a termly basis.
- To provide accurate reports of outstanding fee debts, pupil reporting, billing data and other reporting as required from time to time. To work with key members of the Finance team and School personnel to follow up on such accounts through regular review and debt chasing, share information and manage expectations, including referral and liaison with external debt collection agency.
- To investigate parent's queries in a timely and efficient manner by telephone and the centralised billing email account. Providing supplementary invoices and credit notes when required as part of query resolution.
- To ensure the accurate allocation of scholarships and bursaries when approved by the relevant authoriser.
- To manage all aspects of payment handling, including Direct Debits, card payments and bank transfers. To post and allocate cash to parent accounts on a daily basis.
- To carry out other duties as required in the absence of other Finance Assistants or in busy periods including reception cover from time to time.
- Ability to offer creative input and influence efficient working practices, both in own activities and customer facing services. Ability to suggest and adapt to change in a continuous improvement environment with customer service at the forefront.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
4 GCSE's Grade 9-4 (A*-C) or equivalent	•	
AAT part/fully qualified		•
Competencies, Skills & Experience	Essential	Desirable
Working knowledge and high competency of MS Word & Excel	•	
Previous experience within a financial role		•
Experience in billing or debt management		•
Awareness of accounting standards, ideally within a School environment		•
Understanding of internal ledgers		•
Previous experience working in a team		•
Previous experience in a finance role within an education environment		•
Working knowledge of iSams system or similar		•
Working knowledge of Unit4 Business World (U4BW) or similar finance system		•
Basic understanding of information required for financial reporting		•
Understanding of the key financial measures and systems used within a School environment		•
Personal qualities	Essential	
Proven communication skills (written, verbal, presentation & listening) and good liaison/ negotiation skills	•	
Ability to develop and maintain relationships with internal and external customers	•	
Has confidence in own ability	•	

Co-operates with others to achieve success	•
Responds positively to help and support	•
Ability to consider the customer and deliver great customer service at all times	•
Works sensitively and collaboratively with people from other departments	•
Ability to use initiative, take responsibility for own workload, setting priorities and meeting deadlines	•
A high level of attention to detail and meticulous approach to quality of own work.	•
Adheres to guidelines and procedures	•
Trustworthy and professional approach	•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed (Subject to notice period, and full clearance of pre-employment checks)
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** The requirement is to work 20 hours per week, on a job share basis. The hours are Monday to Friday 1pm – 5pm or 1:30pm – 5:30pm, the specific hours would need to be agreed with your line manager.
- **Salary:** £15,683 actual (£31,366 FTE). You will be paid each month through the year.
Holidays: 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 holiday days, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 16th October 2026, 9am.
The interview date is week commencing 19th October 2026

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / **Tel:** 01832 277193