

Haberdashers' Schools
Fees Manager – Job Description

Preferably March 2022 start

This is a full-time year-round role but term time (35 weeks including 1 week INSET) plus six weeks will also be considered

Haberdashers' Boys' School and Haberdashers' Girls' School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.

The schools are part of the 11 schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student.

The Fees Office is responsible for calculating, communicating and collecting school fees and other charges in a timely manner. It currently achieves a high fee collection rate. The remit of the team focuses on credit control and service delivery. The Fees Manager will provide line management to the Fees Ledger Clerk and have responsibility for operational processes. The post holder will liaise extensively with a wide range of staff across the schools and from external organisations, whilst being a key member of the overall Finance team.

Role: Fees Manager

Reporting to: Head of Finance

Overview: Responsible for the debt control process and meeting agreed targets
Prepare accurate termly invoices in a timely manner
Maintain the Fees Sales Ledger
Manage bursary assessments

Line Management: Fees Ledger Clerk

Hours: Monday to Friday – 8.30am to 5pm (37.5h per week, with an hour unpaid for lunch) although flexibility in working arrangements will be required, especially at busy periods of the year

Salary: The full time equivalent for the role is up to £40,218 gross per annum, pro-rated for any part time arrangements. The salary will be dependent on skills, experience, and qualifications



Role will include but not be limited to the following duties:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Main Duties and Responsibilities

Core Duties

- Manage the Fees department ensuring the smooth running of operations, oversee processes and procedures
- Reconciliation of pupils on the schools' Fee Invoicing System with the school's Management Information System
- Prepare termly fee invoices and publish on the Parent Portal
- Liaise with parents and teachers to resolve queries on the invoices
- Prepare and submit schedules to the schools' fee payment plan provider for monthly payers
- Maintain the Sales Ledger for fees and FeeMaster Module, ensuring interfaces between systems operate effectively
- Manage the Direct Debit process including setup and collection submissions, cancellations and amendments, following the BACS AUDDIS rules
- Responsible for the management of debt, liaising with parents and senior management where appropriate
- Regularly provide updates on outstanding debtors and attend meetings to discuss action plans
- Management of debt collection with external agencies, with ongoing review with agent performance
- Provide analysis and statistical reporting when needed to support management
- Perform various account reconciliations throughout the year and ensure prompt action to resolve any differences
- Manage and administer the Fees in Advance Scheme
- Authorise refunds of credit fee ledger balances

Bursaries

- Manage the assessment of hardship and bursaries including new applications and the annual review of existing bursary awards

Management

- Line management of the Fees Ledger Clerk, including regular reviews and appraisals

Other Responsibilities

- Ensure accurate data and record keeping for audit compliance
- Undertake appropriate personal development to maintain and improve skills, knowledge and awareness
- Other duties and responsibilities as may be required to meet the changing needs of the schools' over time

Liaison and Co-ordination

- Parents and staff
- Head of Finance and Director of Finance regarding Debtors, Bursaries, Scholarships and Staff remissions.
- Admissions department regarding pupils starting, leaving and scholarship awards
- Other members of the Finance team, providing assistance and cover where required
- External stakeholders including Auditors, Debt Collection Agencies and Bursary Advisors.

Qualifications, Experience and Skills

Person Specification	Essential/ Desirable
Ability to adapt quickly, be courteous and sensitive in a variety of situations with pupils, parents and staff	E
Excellent communications skills, patience, calmness, tact and discretion	E
Ability to work independently using own initiative, be efficient, professional and provide confidential administrative service	E
Skills	
Recent working in a financial post	E
Familiar with use of an accounting system (eg Sage 200)	E
Familiar with use of a billing system (eg FeeMaster)	D
Strong knowledge of MS Office programmes, including Advanced Excel (Vlookup and Pivot Tables)	E
Excellent interpersonal and communication skills, ability to interact with people at all levels	E
Confidence/assertiveness/courteousness	E
Strong management and people skills	E
High levels of literacy, numeracy and financial analysis	E
Strong organisational skills, attention to detail, ability to independently organise and prioritise work	E
Ability to meet deadlines and work under pressure	E
Use of initiative	E
Previous experience of credit control	D
Previous experience of working in a school	D
Accounting qualifications	D
Attributes	
Ability to work as part of a team	E
Loyalty, energy, articulacy and diplomacy	E
Adaptable and proactive attitude	E
Flexibility	E
Friendly and highly professional approach to pupils, parents, staff and external stakeholders	E
Appreciation of and sympathy for the objectives of an independent school	E
Preparedness to undertake training and development as required, particularly in relation to the introduction of new technologies.	E

Benefits

Currently the school offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for relevant qualifications
- Enrolment into the schools' pension scheme, with 12% employer contribution, based on 5% individual contribution
- Fee Remission at the Boys' and Girls' Schools for eligible children who are offered a place (subject to terms and conditions)
- Group Life Assurance (4 x salary)
- Free lunches, other meals and refreshments
- Free parking on the campus
- Free coach travel on the schools' service (subject to availability)
- Tax free bicycle to work through the Cycle to Work Scheme
- Free use of the schools' fitness suites and swimming pools
- Employee Assistance Programme