



| **Job Title:** | Finance Administrator |
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| **Hours:** | 15-20 hours per week, Term Time + |
| **Status:** | Permanent |
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**Responsible to:** Finance Manager

**Finance Administrator**

We are seeking a detail-oriented and proactive individual to support the billing and credit control function within our busy Finance Department. This is a varied and rewarding role that plays a crucial part in supporting families, ensuring financial accuracy, and maintaining strong relationships for the College and Nursery.

**Key Responsibilities:**

**Billing & Fee Management**

* Prepare and issue termly College bills and monthly Nursery invoices using iSAMS and iFinance and EyManage.
* Maintain and update the billing ledger, accurately recording receipts and payments.
* Set up new billing accounts and ensure all relevant charges are processed promptly and correctly.
* Manage the refund process for leavers and respond to all billing enquiries in a professional and timely manner. Along with any other administrative duties that may be required.

**Credit Control**

* Monitor outstanding fee balances and take a lead in following up overdue payments through statements, emails, and phone calls.
* Work with families and other Finance staff to agree payment plans where necessary and liaise with debt collection agencies or solicitors as required.

**Direct Debits & Reconciliations**

* Oversee the monthly direct debit collection process, ensuring it runs smoothly and is accurately maintained.
* Complete regular bank reconciliations to ensure all financial records are up to date and accurate.

**Pupil Insurance Administration**

* Coordinate termly insurance declarations with providers and handle any queries from parents.
* Manage the process for insurance claims, working with all relevant stakeholders to ensure swift resolution.

This role would suit someone with excellent attention to detail, strong communication skills, and a customer-focused mindset. You’ll be joining a supportive and experienced finance team with opportunities to grow and develop your skills in a dynamic school environment.

**Additional Duties**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2024).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

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The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**September 2025**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.



**Skills and experience**

* Clear understanding of sales ledger and credit control procedure and controls.
* Experienced in Microsoft Excel and Word.
* Good attention to detail.
* Good communication/customer service skills.
* Good prioritisation/time-management skills.
* Good team worker and pro-active nature.

| **Signed ..............................................**  **Print name  ......................................**    **Dated ...............................................**  *(Post holder)* | **Signed ..............................................**  **Print name  ......................................**    **Dated ...............................................**  *(Line Manager)* |
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