



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Appointment of a School Fees & Accounts Assistant

Applications are invited for the post of School Fees & Accounts Assistant. The successful candidate will be a committed and trustworthy individual, and s/he will be an important member of a crucial, hard-working and supportive team.

Exeter Cathedral School is an independent school for boys and girls aged 3 to 13. The School has day pupils and a small number of boarders, and it is proud to educate the Choristers of Exeter Cathedral. The School was founded over 900 years ago and enjoys a fine reputation. Further information about the School can be found at: www.exetercathedralschool.co.uk

Details of the post are given below, and applications should be made by sending an application form (available on the School's website) and a brief letter (addressed to the Headmaster) to Mrs Rosie Hankin, Support Services Office Administrator, at r.hankin@exetercs.org.

Deadline for applications: Wednesday 27 September 2023 at 12h00

Interview day: Interviews are likely to take place during the week beginning 2 October 2023 (The School may interview and appoint at any time)

Job title: School Fees & Accounts Assistant

Start Date: October 2023 or by negotiation

Reporting to: the Director of Finance & Operations via the Financial Controller

Contract: Part-time, presently 4 days per week

Hours of work: 09h00 – 17h00, Monday – Friday (days to be agreed)

Salary: £17,885 (£22,365 FTE)

Benefits: 5.6 weeks holiday pro rata by agreement (usually during school holiday periods) including Bank Holidays, pension contribution scheme, 30-minute lunch break (unpaid) with a range of lunch options (hot and cold) provided during term time, tea/coffee during term time, parking during school holidays.



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Person Specification

Qualifications & Experience

Educated to secondary school level or beyond

Accounting qualifications

Familiar with use of an accounting system (e.g. Sage 50)

Strong knowledge of MS Office programmes

Previous experience of credit control and working in a school is desirable (though not essential)

Skills & Qualities

Excellent communication skills, patience, calmness, tact and discretion

High levels of literacy, numeracy and financial analysis

Loyalty, energy, articulacy and diplomacy

Strong organisational skills, attention to detail, ability to work under pressure and meet deadlines

Ability to work independently and as part of a team

Treats others – colleagues, pupils, parents and guests – with respect, courtesy and consideration

An appreciation for the aims, mission and values of the School

A can-do attitude, a degree of grit and a sense of humour

Job Description

To reconcile the pupils on the School's Fee Invoicing System with the School's Management Information System.

To prepare accurate termly fee invoices in a timely manner and publish them on the Parent Portal.

To liaise with parents and staff to resolve any queries on the invoices.

To prepare and submit schedules for the School's fee payment plan provider for monthly payers.

To maintain the Sales Ledger for fees, and to manage and administer the Fees in Advance Scheme.

To manage the Direct Debit process including set-up and collection submissions, cancellations and amendments.

To be responsible for the management of debt, liaising with parents and senior management where appropriate, providing updates on outstanding debtors.

To provide analysis and statistical reporting when needed.

To perform various account reconciliations throughout the year and ensure prompt action to resolve any differences.

To make refunds of credit Fee Ledger balances.

To assist the Financial Controller with all aspects of the School's finances and the preparation and processing of the School's fee account.

To assist with the maintenance of accurate records of income and expenditure using the SAGE accounting system.

To assist with the management of cash flow by appropriately controlling the release of payments and cheques in consultation with the Director of Finance & Operations/Headmaster.

To assist with general office tasks – banking, filing, answering the telephone, dealing with queries from suppliers, parents and staff.

To assist with the placement of orders for both educational and non-educational items.

To report directly to the Financial Controller on all day-to-day matters, and routinely to the Director of Finance & Operations.

To meet routinely with the wider finance and administrative team.

To work collaboratively and openly with the Finance department and other departments (teaching and non-teaching), offering and seeking advice and guidance as required.

Exeter Cathedral School • The Chantry • Palace Gate • Exeter • EX1 1HX

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To liaise in a timely fashion with parents/guardians/trusts on fee-related matters, ensuring a professional, compassionate and people-centred approach.

To be a positive and approachable ambassador for the School through professionalism, time-keeping, appearance and conduct.

To contribute to continuing professional development, and to attend staff meetings and training activities.

To support the aims and activities of the School.

To be aware of and comply with the health and safety legislation and other School requirements that are relevant to the post.

To be committed to safeguarding and promoting the welfare of children (see below).

To demonstrate commitment and enthusiasm to promote the principles of equality, diversity and inclusivity in employment and service delivery (see below).

The job description is provided as a guide to the main duties and responsibilities of the post as it is presently constituted. In accordance with School policy, it will be reviewed regularly with the post-holder. The post-holder is required to work flexibly and, after consultation, to undertake such other duties as may be reasonably required, commensurate with the level of the post.

There is a particular need for flexibility regarding working arrangements at the beginning and end of School terms and half-terms. The administrative team is expected to provide cover, worked on a flexible rota, to ensure messages, etc., to the School Office are checked regularly during School holiday periods.

Safeguarding

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

Equal opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that staff are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

Criminal records

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Director of Finance and Operations. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Director of Finance and Operations for advice.

September 2023

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