



## **Abbots Bromley School**

### **Finance Administrator**

**The Finance Administrator will be responsible to the Bursar**

**Sales Ledger duties will include:**

- **Setting up new clients**
- **Raising and sending out invoices**
- **Resolving any queries/disputes relating to invoices**
- **Raising Credits Notes when required**
- **Generating customer debtor account statements**
- **Posting cheques and cash payments on accounting system and taking to the bank**
- **Receipting payments received in the bank**
- **Reconciliation of bank**
- **Credit Control:**
  - **Timely and effective collection of all debts and customers payments**
  - **Maintaining contact with parents to ensure invoices are clear for payment**
  - **Resolving queries both internally and externally around outstanding invoices**
  - **Calm, confident manner to handle potentially uncomfortable conversations**
  - **Negotiating re-payment plans**

**Purchase Ledger duties will include:**

- **Processing purchase invoices from suppliers including matching to goods received notes and purchase orders**
- **Coding, checking and posting of supplier invoices**
- **Filing invoices and statements**
- **Allocating payments to suppliers to invoices on the ledger**
- **Reconciliation of supplier statements and resolving any differences**
- **Dealing with phone calls from suppliers chasing payments**
- **Suggesting payments needed to line-manager**
- **Providing key input on improving processes, procedures and systems relating to purchase ledger processes**
- **Developing a good business relationship with each supplier**
- **Preparing and processing BACS payments in accordance with company payment terms**
- **Preparing and processing of expenses for monthly payments**
- **Dealing with Petty cash – Recording and balancing**
- **Processing Direct Debits**

**The roles will be split so that Sales Ledger is one role and Purchase Ledger is a separate role.**

**The holders of the posts will be expected to cover when their opposite number is not in school. Therefore a level of flexibility is required.**

**Dec 2018**

*This is a description of the job as it is constituted at the date shown.*

*It is the practice of the School to regularly examine job descriptions, to periodically update them to ensure that they relate to the job being performed, or to incorporate any proposed changes.*

*In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the School reserves the right to make changes to this job description following consultation.*