



ROYAL ALEXANDRA AND ALBERT SCHOOL

JOB DESCRIPTION

Post Title: Assistant Credit Controller /Accounts Assistant

Responsible to: Credit Controller / Assistant Financial Accountant

The Role:

- Full Sales Ledger management: setting up new accounts, producing sales invoices and credit notes, maintaining Sales Day Book.
- Ensure addresses and contact details are kept up to date
- Reconciliation of Sales Ledger Accounts.
- Producing the Aged Debtors List and maintain a record of any action taken and all relevant notes
- Banking and cash allocation. Taking credit card payments.
- Management and reconciliation of school fees paid in advance
- Management and reconciliation of School Fee Plan
- Assist with monthly bank reconciliation.
- Chasing outstanding accounts, send statements, follow up with letters and to litigation stage when required via HM Court Online Service with all office based investigation (e.g. electoral roll and land registry and internet search). Send letters prior to action been taken with County Court and enforcing judgments with warrant of execution (Bailiffs), attachment of earnings, third party debt order, charging order, bankruptcy or order to attend for court questioning. Liaise with Solicitors when required.
- Review debt recovery processes.
- Minimise bad debt write-offs and prepare month end bad debt provision.
- Reconcile Child Care Vouchers payments with bank statements.

Any other duties as required by the Finance Dept, these may include:

- Posting of some purchase ledger invoices
- Preparing payments

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the school;

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.