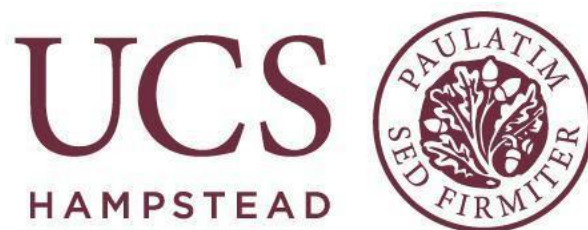


University College School  
Frogna  
Hampstead  
LONDON NW3 6XH  
Tel: 020 7433 2140  
Fax: 020 7433 2143



## JOB DESCRIPTION

University College School (UCS) is one of the top independent schools in the UK. Operating as three schools at separate sites in Hampstead, it educates 1300 pupils from age 4 to 18. The main aims of the school are the pursuit of academic excellence with an emphasis on intellectual curiosity, independence of mind and breadth of study. For further information about UCS, refer to our website [www.ucs.org.uk](http://www.ucs.org.uk)

### 1 JOB DETAILS

|             |   |
|-------------|---|
| Job Title:  | Sales Ledger Manager                          |
| Reports to: | Financial Controller                          |
| Hours:      | 8:30am – 4.30pm or 9am – 5pm, Monday – Friday |
| Contract:   | Permanent, full time                          |
| Location:   | Frogna, Hampstead, London                     |

### 2 PERSON SPECIFICATION

**Essential requirements** – the ideal Sales Ledger Manager will be a qualified, near qualified, or part qualified accountant (ACA/ACCA/CIMA) with at least 5 years working experience in a Finance department.

We expect broad experience as a Sales Ledger Manager, excellent time management and communication skills, the ability to communicate financial concepts and information to non-financial managers, Sage Line 50 working experience, advance Excel skills (including pivot tables and vlookups).

**Desirable** – preferably private school experience, SIMS experience, experience of managing and motivating staff and sharing both responsibility and accountability for their results.

Our accounts are available online. Please familiarise yourself with our structure, ethos and financial position before applying for this role.

The following provides some detail but should not be considered as exhaustive.

**A. Overall responsibilities**

- Accounting for the income stream of the foundation and managing fee collection
- Managing Finance Assistant and providing cover for Finance Assistant (particularly during school holidays)
- Daily bank reconciliation of UCS accounts and ensuring that the accounting systems (Sage & Sims) have been reconciled
- Accounting for donations and reporting to development team
- Communication of termly school budget updates to the budget holders
- Dealing with general email/ telephone inquiries from staff and parents

**B. Sales ledger and fee collection**

- Bill run for termly school fees (termly – approx. 1,300 invoices)
- Managing fees collection for UCS, working closely with Finance Assistant and escalating issues to FC
- Collection of direct debits for school fees, preparing AUDDIS files and processing AUDDIS BACS reports
- Daily reconciliation of sales ledger (SIMS and Sage) and overall responsibility for accuracy of SIMS Fee Billing module
- Managing collating charges for pupils' accounts, liaising with teaching staff as necessary

- Posting SIMS adjustments (credit, debit adjustments, correction of misallocated receipts)
- Reflecting correctly bursary credits & other fee credits
- Accounting for advance payment of fees by applying discounted cash flow techniques and be the first point of contact for all enquiries in this area

### **C. Month and Year -End**

- Monthly reconciliation of all control/ balance sheet accounts
- Reconciliation of P&L fee income accounts
- Maintaining records of parent deposits and regular reconciliation of accounting records
- Responsible for inter-company accounting
- Ensuring that company Barclaycard is reconciled on a monthly basis to supporting documentation and importing Sage journal
- Play an active role in annual audit delivery & related reports
- Other duties arising from time to time to ensure the smooth running of the Bursary.

## **5. TERMS**

The salary offered is £45,000 per annum. Benefits include 40 days of leave (inclusive of bank holidays and 7 days close down period over Christmas and Easter) and a contributory staff pension scheme. Lunches are provided for free and there is a subsidised gym on site.

UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.