

JOB DESCRIPTION: Accounts Assistant (Receivable)

LINE MANAGER: Finance Manager

 SALARY: Admin Scale 11

**JOB PURPOSE**

To Invoice and receipt school fees and other deposits.

# RECRUITMENT CRITERIA

* Be educated to degree level - preferably holding a Finance related qualification.
* Accounts receivable experience
* Knowledge of accounting practices.
* Experience with data entry and cash handling.
* A high degree of computer literacy
* Excellent customer related interpersonal skills.

# JOB ACCOUNTABILITIES

* Invoice and receipt school fees, application and assessment fees, registration, seat and book deposits and other school monies and arrange refunds where applicable
* Liaise closely with the Registrar regarding new admissions and leavers

* Arrange for the issue and follow-up of overdue fee communication
* Reconcile the aged debtors report with the Fees Due Control in the school’s FMS
* Balance cash and cheques on a daily basis
* Capture all receipts into Sims and FMS
* Invoice and receipt Salwa parents where necessary
* Follow up of outstanding Salwa fees
* Respond to telephonic queries relating to fees
* Assist with reception queries.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by post-holder | Signed by line manager | Date | To be reviewed |
|  |  |  |  |