

Date: May 2019

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

* 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 school fees, new starter invoices, registration fees, seat and book deposit and capital development fee both in English and Arabic.
* Capture all receipts for school fees, registration fees, seat and book deposit and capital development fees from 04 and 017 accounts on sims and FMS
* Respond to customers emails and resend invoices where applicable
* Pass credit notes for leavers and any penalties that have been waived off by the principal.
* Pass adjustment entries (move between payers, siblings) where applicable.
* Maintain a file for any arrangements that have been approved by the principal.
* Arrange refunds where applicable.
* Run and Reconcile the aged debtors report with the Fees Due Control in the school’s FMS
* Invoice late fee penalty charges for late payers.
* Arrange for the issue of reminder letters and follow-up of overdue fee communication
* Balance cash when payments are made in cash.
* Reconcile GL for tuition fees and reconciled in line with the live spreadsheet.
* Maintain the Virtual Account numbers spreadsheet and update regularly.
* Allocate Journal numbers for 04 and 017 fees receipts on the bank statement.
* Manual receipts to parents when requested along with the school stamp.
* Preparing letters pertaining to confirmation of attendance and confirmation that fees have been paid in full when the child is withdrawn from school.
* Maintain updated debtor files and file numbers and ensure confidentiality and security of all payment files
* Review any one of the team members work for accuracy
* Respond to telephonic queries relating to fees
* Perform any other tasks as requested by the finance manager.

|  |  |  |
| --- | --- | --- |
| Name of post-holder | Signed by post-holder | Date |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of line manager | Signed by line manager | Date | To be reviewed |
|  |  |  |  |