

May 2019



British
International School
Riyadh

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.

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- 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letters pertaining to confirmation of attendance and confirmation that fees have been paid in full when the child is withdrawn from school.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