**Job Title** Fees and Bursaries Accountant

**Reports to** Fees and Bursaries Accountant

**Background**

The current Fees and Bursaries Accountant has been in post full-time for ten years. Her role has been expanded beyond her initial remit to manage the College’s billing and bursaries procedures to include wider responsibilities within the Finance Department. She is going to reduce her working hours and so the College is seeking to appoint a successor who will gradually assume full responsibility for managing both the bursaries and fees routines.

**Job Purpose**

You will spend a period of around 3 months familiarising yourself with the College’s robust bursaries procedures from means-testing applications, reviewing and moderating case files to presenting bursary applications to the Bursaries Committee, as well as managing the Bursaries Team, before assuming full responsibilities.

**Key Tasks and Responsibilities**

***Bursaries***

* Key member of the Bursaries Committee (usually 2-3 per term), chaired by the Bursar
* Administrator for the online Bursaries Management System and development thereof
* Lead role in processing applications for bursaries including the thorough review and interrogation of the financial information submitted by parents.
* Sign off for Bursary applications prepared by the Bursaries Administrators.
* Formal communication of bursary awards to parents.
* Tracking and reconciliation of the funds available for scholarships and bursaries and providing the detailed reporting associated with them, including provision of public benefit data.
* Liaising with Admissions and Partnerships Departments about bursary applications where necessary.
* Liaising with the Head of Access to ensure appropriate financial arrangements are made for support of high-level bursary boys.
* Approval of all remission adjustments in respect of school bills

***School Fees***

* Ensuring that school bills are accurate and issued in a timely manner.
* Ensuring Direct Debit collection is accurate, reconciled and submitted for payment in line with timetable.
* Reconciliation of income and balance sheet accounts associated with billing at the end of each term.

***Credit Control***

* Management of chasing up slow payers and taking legal action against them if necessary.
* Preparation of Deeds of Variation or payment plans where necessary
* Liaising with House Masters as necessary.

***Other Responsibilities***

* Administering the prepaid fees scheme.
* Providing support to the finance function around the year including preparation of statutory accounts for areas for which you are responsible.
* Commitment and promotion of equality, diversity & inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Working Pattern**

* This is full time permanent role. Your working pattern will be 52 weeks per year of 35 hours per week.
* Your working hours will be 9.00am – 5.00pm, Monday to Friday with 1 hour for lunch.

**Skills and Competencies Required**

To be successful in this role, the applicant should be:

* A fully qualified accountant with significant and varied PQE
* Tactful and diplomatic communicator both verbally and written
* Comfortable in dealing with people at all levels

They should also have:

* Excellent analytical skills with the ability to question and interrogate personal financial information presented by parents
* The ability to empathise when dealing with emotional and difficult situations
* A good understanding of management and statutory accounts
* Strong IT skills (advanced excel and word)

**Salary: Competitive**

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.