



St David's College

— Est. 1965 —

St David's College is an independent boarding and day school near Llandudno. St David's College was founded on Christian principles and continues to promote them today. Many teachers live on site, and the supportive residential community makes St David's College a very special place to live, learn and work.

We have an excellent reputation for supporting pupils with dyslexia and other learning needs.

The school is located on a beautiful historic campus nestled between Snowdonia and the Irish Sea.

BILLING AND PAYROLL MANAGER JOB DESCRIPTION

Responsible to: Finance Manager

All members of staff agree to:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Responsible for:

- The effective management of the school fees ledger.
- The College's credit control function.
- The management and processing of teaching and non-teaching staff payroll processes.
- Ensuring the accurate, compliant and efficient operation of the College's billing and payroll functions.

Duties

School pupil and billing information is managed using OASIS, a school-specific accounting package, which enables the production of termly and ad hoc invoices. Monthly payroll is processed in-house using Sage 50 Payroll software.

Fees:

- Setting up new pupil records in OASIS and maintaining the accuracy of pupil information.
- Creating, raising and issuing termly and ad hoc invoices within the required timescales.
- Receiving payments and allocating them accurately to pupil accounts.
- Ensuring pupil billing information is accurate and complete, maintaining the integrity of the fees system through regular data validation and reporting discrepancies to the Finance Manager.
- Applying scholarships, bursaries, discounts, fee remissions and other authorised billing adjustments accurately.
- Ensuring fees due are collected in accordance with agreed payment terms.
- Carrying out billing period-end and year-end processes.

- Reconciling income between the Fees by Term master schedule, OASIS and the nominal ledger.
- Managing the School Fee Plan portal, ensuring information is uploaded accurately and within required timescales.
- Preparing Fees in Advance quotations and supporting calculations for parents upon request, for review and approval by the Finance Manager and/or Bursar.
- Administering the ParentPay system, ensuring chargeable items are created accurately, payments are monitored and outstanding balances are followed up where appropriate.
- Managing the College's credit control procedures, including monitoring aged debtors, issuing reminders, assisting with payment arrangements where appropriate and escalating significant concerns to the Finance Manager.
- Dealing with fee queries from parents and external organisations, including Local Education Authorities, by telephone, email or in writing.
- Liaising with Cadogan regarding additional support charges, including one-to-one support, OT, SALT, Sulp and other pupil-specific billing arrangements.
- Reviewing EHCP documentation to identify relevant funding arrangements and ensuring Local Education Authority (LEA) contributions and additional support charges are accurately reflected in billing.
- Maintaining accurate school transport records, ensuring transport lists are kept up to date for billing purposes, internal use and to support drivers with the latest passenger information.
- Acting as the main point of contact for parents regarding school transport enquiries and liaising with relevant colleagues to confirm arrangements.
- Assisting the Finance Manager in reviewing budgets for additional trips and activities.
- Identifying opportunities to improve billing processes, systems and internal controls.

Payroll:

- Managing the monthly payroll process for teaching and non-teaching staff, ensuring salaries, statutory payments and authorised deductions are processed accurately and on time.
- Maintaining secure and accurate payroll records in compliance with statutory requirements, data protection legislation and College policies.
- Preparing, checking and processing timesheets, overtime, expenses and other payroll adjustments.
- Completing monthly payroll reconciliations between OASIS and Sage.
- Preparing and submitting payroll information to HMRC, pension providers and other relevant third parties in accordance with statutory requirements.
- Administering workplace pensions, including auto-enrolment, opt-ins, opt-outs and pension submissions.
- Processing statutory payments, tax code changes, student loan deductions, attachment of earnings orders and other statutory payroll requirements.
- Preparing and issuing statutory payroll documentation, including P45s, P60s and, where applicable, P11Ds.
- Acting as the first point of contact for payroll-related staff queries and resolving issues promptly.
- Producing payroll reports and management information, highlighting risks, discrepancies or areas of non-compliance to the Finance Manager.
- Working with the Finance Manager to implement legislative changes and continuously improve payroll processes, systems and internal controls.
- Completing payroll year-end procedures, including the preparation of statutory year-end

documentation.

Finance:

- Preparing, reconciling and banking cash and cheque receipts as required.
- Preparing BACS payment runs for approval by authorised signatories.
- Assisting with month-end and year-end finance procedures.
- Preparing reconciliations of debtor, payroll and other control accounts for review by the Finance Manager.
- Preparing schedules, reconciliations and supporting documentation for internal and external audit requirements.
- Producing billing, debtor, payroll and other management reports for the Finance Manager and Senior Leadership Team as required.
- Remaining vigilant to potential fraud, money laundering or financial irregularities and reporting concerns to the Finance Manager.
- Ensuring billing and payroll activities comply with College policies, financial regulations, HMRC requirements, data protection legislation and other relevant statutory requirements.
- Maintaining strict confidentiality of financial and personal information.

Ad Hoc:

- Managing foreign currency requirements for school trips and other College activities, maintaining appropriate records.
- Completing ONS, ISA, Welsh Government and other statutory returns.
- Liaising with the Registrar regarding new pupil information.
- Preparing and issuing manual invoices where required.
- Undertaking banking duties, including travel to the bank as required.
- Providing occasional reception cover.

The Billing and Payroll Manager will be required to undertake any other duties appropriate to the role, as reasonably requested by the Finance Manager. The responsibilities outlined in this job description are not intended to be exhaustive, and it is expected that the role will be undertaken in a spirit of cooperation and flexibility in order to meet the needs of the pupils and St David's College.