



WESTMINSTER SCHOOL

Fee Billing and Sales Ledger Officer - person specification

| | Criteria | Essential | Desirable |
|---|---|-----------|-----------|
| Qualifications/Professional Development | Formal education to A-Level (or equivalent) | Yes | |
| Knowledge/Experience | Experience in finance or accounting role | Yes | |
| | Experience of fee billing and cash collection | Yes | |
| | Proficient IT skills with knowledge of Microsoft office packages, specifically excellent spreadsheet knowledge required | Yes | |
| | Previous experience of using iSAMS and AccountsIQ | | Yes |
| | An understanding of safeguarding | Yes | |
| | An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work | | |
| Skills and abilities | Excellent problem-solving skills with strong organisational abilities | Yes | |
| | Ability to work autonomously and as part of a team | Yes | |
| | Calmness, efficiency, and the ability to work under pressure as necessary | Yes | |
| | Professional telephone manner and good writing skills and ability to answer challenging questions | Yes | |
| | Ability to deal with difficult situations and with sensitivity and discretion | Yes | |
| | High degree of accuracy and attention to detail | Yes | |

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| | Excellent interpersonal skills, with the ability to communicate effectively with staff and parents at all levels | Yes | |
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