



ROYAL  
BALLET  
SCHOOL

## CREDIT CONTROLLER

### OVERALL PURPOSE OF THE POST

The Credit Controller supports the Head of Finance in managing the day to day funding activities of the School, ensuring the tasks are completed on-time to a high-quality standard.

### SUMMARY OF THE ROLE

The Credit Controller is responsible for maintaining and recording accurate financial records, delivering balance sheet, and profit & loss reconciliations and providing timely, well-presented financial information with the appropriate back up and audit trails. The role demands a good eye for detail and the ability to reconcile complex company accounts, whilst being required to answer queries from internal and external sources and providing a responsive, friendly, clear and high-quality level of service.

### CONTRACT TERMS

Salary	£30-32,000 per annum
Hours	35 hours per week
Location	Covent Garden, with occasional travel to White Lodge, Richmond
Annual Leave	30 days per week
Line Managed by	Head of Finance
Manages	Parent Liaison Officer
Key contacts	COO, SLT, Admissions and Auditions Manager, Parents, Students

### SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

### *Sales ledger*

- Raise and issue accurate, timely sales invoices based on information provided by department budget holders or other finance team members. Liaise with the respective departments to ensure appropriate back up is provided,
- Process direct debit instructions for School Fees, Associates, Teachers Diploma and Donors including the initial set up and any cancellations. Ensure payments are requested each month in accordance with the schedules
- Ensure that systems are set up for parents to settle their invoices, issue monthly statements and perform credit control to keep debts to a minimum
- Run the Age Debtor report on monthly basis, Review debtors with the Head of Finance on a monthly basis, discuss and review any credit control issues. Where appropriate, work with the School's collection agency to recover long standing debt
- Liaise with the Parent to solve any queries, and ensure invoices are paid in good time
- Maintain the iSAM ledger.

### *Recharges, Bursary payments and claims*

- Prepare/maintain a list of all rechargeable expenses by relevant performance project or student related supplier so that sales invoices can be raised
- Ensure that recharges income versus costs reconcile and all rechargeable costs are recovered
- Process payments for hardship and travel bursaries as per the agreed list. Maintain a list of hardship payments for reporting purposes
- Manage and process the Upper School Shoe claims and monthly student subsistence payments
- Process travel claims made by parents ensuring that all backup documents are attached

### *Bank accounts*

- Post banking transactions as required including direct debit payments, standing orders and BACS receipts
- Monitor all current account entries daily, and notify the Head of Development of donations transferred directly to the School
- Liaise with the Head of Finance to recognise restrictions on donations received ensuring the transactions are accurately coded.

#### *Month end processes*

- Complete month end reconciliations including:
  - Sales Ledger Control account
  - Bursaries and scholarships
  - Bank reconciliations
- Calculate and post journals for monthly/year end accruals, deferrals and prepayments for income
- Assist with preparation of audit file for annual audit.

#### *Other Duties*

- Manage and develop the Parent Liaison Officer
- Ensure filing is completed accurately and on a timely basis
- Reconcile and present reports for statutory audit and other audits as required
- Ensure all information and reporting is accurately titled and well presented
- Coordinate and assist with archiving finance and student files each year
- Assist the Head of Finance carrying out ad-hoc duties as and when required
- To occasionally, if required, cover for other team members in their absence

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Experience of B2C (business to consumer) industry
- Managed a sales ledger
- Evidence of a consistent high-quality standard of work and delivery to deadline
- Initiative, ownership of role, the passion to make a difference
- Ability to work independently and experience of supporting a team
- Excellent communication and relationship management skills with strong written and verbal skills
- Able to interpret and clearly explain complex financial data to non-finance staff, students and parents
- Proven experience of working effectively with non-finance and creative staff
- Previous line management experience
- Advanced Excel skills
- Competence in Microsoft word and Microsoft Access databases.
- Confident and experienced user of finance systems
- Empathy with the aims, ethos and values of the School.

### DESIRABLE CRITERIA

- ACCA/ CIMA part qualified or AAT qualified at Professional stage 4, or other professional qualifications

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.