

MAYVILLE HIGH SCHOOL

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Finance Sales Ledger/Credit Controller

Start date: as soon as possible

Mayville High School is seeking to appoint an enthusiastic and experienced Finance Sales Ledger/Credit Controller who will support the Finance Manager in managing the day-to-day income of the school. The person should be able to work efficiently, methodically, and accurately, and have good communication and interpersonal skills as they will be liaising regularly with parents and other members of staff.

Person Specification:

Qualifications and Training

- Good standard of education, including GCSE English and Maths (Grade C equivalent or above)
- Minimum of AAT Level 2 or equivalent

Knowledge and Experience

- Working in a financial environment
- Planning own workload to meet deadlines
- Developing and administering procedures and systems
- Experience of working in a school or other educational setting
- Working knowledge of computerised finance systems and controls
- Understanding of accounting principles and procedures
- Debt collection

Skills and Abilities

- Proficiency in Microsoft Excel and Word
- Good written communication skills
- Attention to detail
- Good organisational skills
- Good time management
- Working as part of a team
- Can use own initiative
- Proactive
- Ability to work under pressure and meet deadlines

Main Purpose of the Job:

The Finance Sales Ledger/Credit Controller will be responsible for carrying out the day-to-day management of the income side of finances as detailed below. This position is extremely important, as you will be the principal contact with parents and therefore act as a representative for the school.

Main Duties and Responsibilities:

- Management of Fee Ledger
- Prepare and send out termly billing and other invoices related to school activities, as well as running the monthly direct debit payment schemes. Working with local authorities to ensure the appropriate funding is received.
- Liaise with relevant staff concerning the content of termly bills.
- Ensure all bursaries and discounts are recorded and reported.
- Dealing with and resolving queries from parents arising from the termly fee invoices by email, telephone and in person.
- Credit control duties, which include monitoring the receipt of fees and the collection of outstanding fees.
- Contact parents directly regarding outstanding payments.
- Setting up direct debit plans.
- Keeping accurate records of emails, conversations, and phone calls regarding parent accounts.

Parent Debt

- Liaising with solicitors to deal with parental debt.
- Being responsible for recording new deposits for new pupils and refunding parents when pupils leave.
- Provide the external auditors with all documentation as requested by them in relation to the Fee Ledger.

Early Years

- Administration of the Early Years Free Entitlement Nursery Education Scheme.

Management of Residential Trips

- Set up new trips in ParentPay.
- Assist in queries regarding total trip costs.
- Sending trip letters out to the relevant year group.
- Making sure payments are received within payment terms.
- Chasing any outstanding payments.
- Cross-checking fee payments with trip participants.

Bank

- Record all cash receipts from parents on the fee ledger
- Processing all other bank receipts.
- Ensuring all credit card receipts are collated, processed, and reconciled.

PTA

- In liaison with the Finance Manager, maintain the PTA accounts, including deposits and payments.

Administration Support

- General administration including typing, filing, photocopying, scanning invoices, archiving of files and maintenance of current year files and long-term storage of prime documents in accordance with statutory requirements.

- Deal with ad-hoc queries.
- Contribute to the future development of the Sage/School administration system.
- Undertake any training considered appropriate for the better performance of the job.
- To undertake additional duties under the reasonable direction of the Headteacher.

Safeguarding

- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and understanding how and when to take appropriate action.
- To undergo regular safeguarding training.

To Apply:

Please email or download an application form from www.mayvillehighschool.com or contact Jo Carter, Executive PA to the Headteacher, at j.carter@mayvillehighschool.net

Please email the completed application form and covering letter to Jo Carter.
Closing date for applications is Friday, 21st November 2025

Job type:	Full-time
Salary:	£30,000-£32,000
Expected hours:	08:30-16:30, Mon-Fri.
Benefits:	Company Pension Health and Wellbeing scheme Cycle to Work scheme