



TRENT COLLEGE

CANDIDATE INFORMATION



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Welcome

Trent College is an independent co-educational boarding and day school, located in Long Eaton, Nottinghamshire. Founded in 1868, we have been providing a first-class education for over 150 years.

Set in a beautiful 45-acre campus we enjoy state-of-the-art facilities, including modern classrooms, sports facilities, and boarding houses. With traditional foundations and a modern outlook, Trent College is renowned for providing an excellent education for its 1,200 pupils.

The Elms is our Nursery and Junior School which provides a stimulating and nurturing environment to our youngest children, aged 6 weeks to 11 years. The two schools work closely together and share the same vision, aims and ethos. Together, we give the highest priority to the quality of our academic provision. Alongside a strong focus on sports, music, drama and a wide range of co-curricular activities to develop our pupils' character and resilience, to prepare them for the modern world.

Rated 'Excellent' across the whole school by the Independent Schools Inspectorate in 2021, Trent College has a strong academic record, with a high percentage of students achieving top grades in their examinations and going on to study at some of the best universities in the UK and abroad.

We have highly qualified and experienced teaching staff who are committed to providing an excellent standard of education. We also have a large population of support staff, ensuring that our friendly school and beautiful campus operate to the very highest standards.

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Our Location

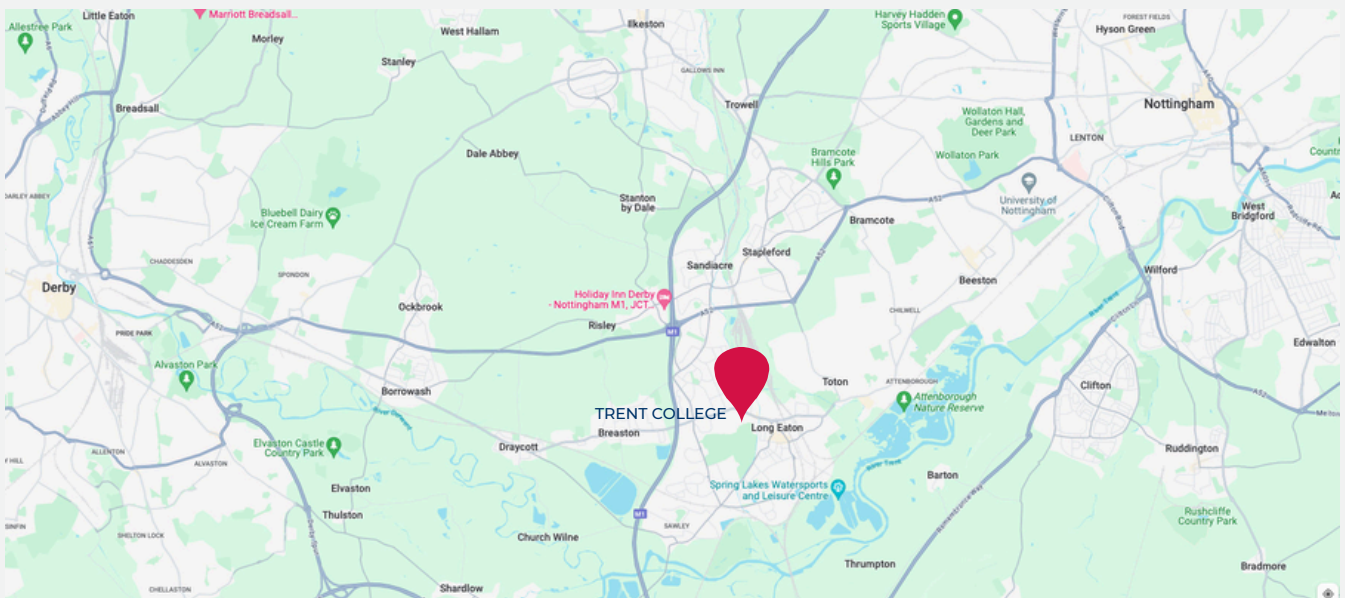
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

Reaching Trent College by rail couldn't be easier. Long Eaton boasts its own train station, located 1.5 miles from the schools. Rail routes through Long Eaton run along the Midlands Main Line route, with direct routes to London, Loughborough, Leicester, Birmingham, Nottingham, Derby, Chesterfield and Sheffield.

Our Local Community

Working in partnership and serving the community are natural and very important values at Trent College and The Elms. We work with many local schools in Long Eaton and the wider Erewash borough to increase opportunities and aspirations, and to share the school's excellent grounds, facilities and specialist staff.



Job Description

The Team

The finance team is led by the Head of Finance and is currently a team of 7. This is a small but busy and effective team who work alongside each other to meet the needs of a dynamic and varied organisation.

Job Overview

We are seeking an organised and detail-oriented individual to join our finance team in the role of Sales Ledger / Billing Clerk and Credit Controller. In this combined role, you will be jointly responsible for processing the billing cycles for the Nursery and Pre-school year groups and also be part of the wider school termly billing cycles, alongside our experienced Billing Clerk. The key role requirements are ensuring the accurate and timely issuing of fee invoices and overseeing the collection of any overdue accounts across the organisation. The role is office based and operates throughout the year, with key processes taking place during the school holiday periods in the year.

Key Responsibilities

Key responsibilities of the role are included below. It should be noted that these are not exhaustive, and the successful candidate is expected to be flexible to the varied demands of the team and the school overall.

Sales Ledger / Billing Clerk Responsibilities:

- Generate and issue invoices for tuition fees and supplemental charges in line with the termly cycle of the school year.
- Generate and issue monthly nursery fees and related charges in a timely manner.
- Process Early Years Funding claims for free childcare places with the local county council and complete the relevant transaction entries into the accounts systems.
- Prepare Direct Debit collection files for transmission through the accounts systems, or any similar payment platform.
- Maintain up-to-date records of billing transactions on pupil accounts, ensuring accuracy and compliance with school policies.
- Effectively respond to fees and charges enquiries from parents and guardians.
- Process refunds, adjustments, and billing corrections, as necessary.
- Carry out regular account reconciliations to ensure accuracy of customer accounts.

Credit Controller Responsibilities:

- Actively monitor and manage the school's accounts receivable, ensuring timely collection of outstanding fees and charges, contacting customers by telephone, email, and letter.
- Develop effective communications with customers to ensure a friendly and personable approach to overdue accounts.
- Regular reporting on overdue accounts, escalating concerns dependent on levels of risk.
- Maintain accurate records of all communication and payment arrangements with families.

Other

- Develop positive working relationships with departments across the school, to assist with the timely transfer of information for correct invoicing.
- Assisting with preparation of documents for monthly management accounts, termly aged balance reporting and the annual audit.
- Some cash processing of receipts as needed within the department and other pupil and sales related invoicing and account management when necessary.
- Work with the existing team members to continually develop and improve processes and outcomes across your area of the department.
- Ensure high levels of care and customer satisfaction across the tasks within your responsibility.

Person Specification

Qualifications and Experience	
Essential	Desirable
Proficient IT skills with knowledge and experience of accounting software packages, Microsoft Excel, and Microsoft Word.	Experience of using wider management information systems and databases.
Experience in an accounts/finance environment, processing transactions and adjustments on ledgers.	Previous experience in specific sales ledger and credit control roles is preferred, demonstrating effective customer account and information management.
Experience of a customer facing role, evidencing ability to maintain professional relationships and customer service.	Previous experience in an educational organisation would be beneficial.

Skills and Personal Attributes
Excellent attention to detail with the ability to problem solve, identify queries and discrepancies and respond to them effectively.
Excellent organisational skills and ability to manage multiple tasks within each day, prioritizing to the needs of the department.
Excellent communication and interpersonal skills to positively influence relationships with parents and colleagues in a clear and professional manner.
High levels of integrity and confidentiality in dealing with the personal and financial information of customers.



Terms and Benefits

- £25,000 to £27,000 FTE per annum, based on skills and experience.
- Full-time, 37.5 hours per week. Please note this is all year round, not term-time only, with key tasks undertaken during the school holiday periods.
- Staff can enjoy free lunches in the School Dining Hall during term time.
- Free car parking is available on site and staff have access to a cycle to work scheme.
- Staff are able to make free use of the school gym, swimming pool and leisure facilities at designated staff times.
- A flexible retirement plan run by TPT Solutions (formerly The Pensions Trust), including death in service benefit.
- Enhanced sick pay is available to staff, and enhanced family benefits such as maternity pay.
- Staff are eligible for fee remission for children attending the school, in line with our current policy.
- We provide access to a range of benefits to support staff including counselling, an employee assistance programme, 24/7 online GP consultations and dentist consultations.



Making an application

Candidates who wish to apply for this post should download an application form from our website and email it to recruitment@trentcollege.net Please also attach a covering letter addressed to the Bursar, Mrs Claire Astell-Crocker.

The closing date for applications 11th March 2025.

If you have any questions, please email recruitment@trentcollege.net or telephone 0115 849 49 49 during term time.

We reserve the right to close this advertisement early if we receive a volume of strong and suitable applications.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining a position at Trent College.