Information for Candidates

ELTHAM COLLEGE

Accounts Receivable Officer



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A reputation to rival any of its competitors

Good Schools Guide



Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read here.



















Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**









Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.




DIGESTIVE


ELTHAM COLLEGE
JUNIOR SCHOOL









Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:



Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.

Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme
A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme
A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness
Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations
Provided annually, on site.



Access to Employee Assistance Programme
Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access
Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments
Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments
All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission
Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff
Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links
Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.

The Role and Person Specification

Job Description

Job Title:	Accounts Receivable Officer
Hours of Work:	Full time, 37.5 hours per week.
Reports to:	Group Head of Finance
Based:	Eltham College (with some presence required at Blackheath Prep, dependent on the requirements of the role – estimated to be between 1 to 2 days a week on average)

Principal Role

The Group Head of Finance of the Eltham College Family of Schools is seeking an Accounts Receivable Officer to join a busy and collaborative Finance team. This is a varied, hands-on role offering the opportunity to take ownership of pupil billing and accounts receivable activities across the Group, ensuring accuracy, efficiency and excellent customer service.

The role would suit an experienced accounts receivable professional who is organised, detail-driven and confident managing high volumes of financial transactions in a fast-paced environment. The role offers the opportunity to develop expertise across all aspects of billing, debt management and customer account administration.

Reporting to the Group Head of Finance, you will play a key role in ensuring fees and sundry charges are billed accurately and on time, receipts are allocated correctly, and outstanding debts are managed in accordance with Group policies and procedures. You will act as a key point of contact for parents regarding account queries, providing clear and professional communication while maintaining positive relationships.
This is a role which requires excellent numerical accuracy, discretion and sound judgement, alongside strong organisational and communication skills. The successful candidate will be able to manage competing priorities, maintain accurate financial records and support the delivery of robust and effective accounts receivable processes across the Eltham College Family of Schools.

Main Duties

The following list is not exhaustive but serves as an indication of what the role encompasses:

Fees and Billing

- Prepare and issue termly fee invoices and other charges to parents and other responsible parties accurately and on time.
- Process billing information for tuition fees, extras, trips, activities and other sundry charges to include lettings etc.
- Apply approved discounts, bursaries, scholarships, fee remission and other adjustments accurately.
- Liaise with relevant departments to obtain and verify billing information.
- Process approved credit notes, adjustments and refunds to include deposits.
- Maintain accurate pupil billing and debtor records and ensure billing timetables are met.
- Support the bursary application process, collating data and sharing with Group Head of Finance
- Reconcile recharge control accounts each term, to ensure all expenditure is recharged, prepare schedules for any residual balance and share with Senior Finance Officer and Group Head of Finance.
- Maintain a Fees in Advance schedule to support the control account balance.

Receipts and Account Administration

- Allocate receipts accurately to parents and other debtor accounts, including the receipt of childcare vouchers.
- Process and monitor Direct Debit collections and other agreed payment arrangements where applicable.

- Reconcile debtor accounts, investigate differences and liaise with the Senior Finance Officer on bank receipt or reconciliation queries.
- Respond promptly and professionally to parent and debtor queries and provide statements or account information when required.

Credit Control

- Monitor aged debts and undertake systematic credit control activity in accordance with agreed procedures.
- Contact parents and other debtors regarding outstanding balances professionally, courteously and with appropriate sensitivity.
- Maintain accurate records of correspondence, discussions and agreed payment arrangements.
- Monitor compliance with payment plans and follow up missed payments.
- Escalate significant, sensitive or persistent debts to the Group Head of Finance promptly.
- Assist with authorised referrals to external debt collection or legal advisers.
- Provide regular information on aged debt, collection activity and emerging issues to the Group Head of Finance.

Financial Control, Reporting and Systems

- Support reconciliation of fees and other income between billing, pupil and finance systems.
- Assist with term-end, month-end and year-end procedures relating to debtors and income.
- Provide debtor, fee and billing information for management reporting, audit and analysis.
- Maintain complete supporting records and a clear audit trail.
- Support improvements to billing, collection and parent communication processes, including appropriate automation.
- Maintain accurate underlying data and identify discrepancies promptly.

Team Working

- Work collaboratively with Finance, Admissions and other relevant departments across the schools.
- Provide reasonable support and cover across Finance at periods of peak workload where appropriate.
- Support the Finance Apprentice in developing an understanding of accounts receivable processes where appropriate.
- Undertake other duties commensurate with the nature and level of the post as reasonably required by the Group Head of Finance.

Person Specification

You will have experience working in accounts receivable, billing, credit control, or a similar finance role and be confident managing financial processes in a busy environment. You will be highly organised, methodical and detail-oriented, with strong numerical and IT skills, including proficiency in MS Excel and financial systems. You will be an effective communicator, able to handle sensitive financial matters professionally and discreetly, while maintaining a strong customer service focus and a consistent approach to policies and procedures

Essential

- Experience in accounts receivable, billing, credit control or a comparable financial role.
- Excellent numerical accuracy and attention to detail.
- Strong organisational skills and the ability to manage cyclical deadlines.
- Good IT skills, including Excel and experience of financial or database systems.
- Excellent written and verbal communication skills.
- Confidence in handling sometimes difficult financial conversations in a professional and appropriately sensitive manner.
- Ability to maintain confidentiality, exercise sound judgement and apply policies consistently
- A persistent and methodical approach to debt collection combined with a strong service orientation.

Desirable

- Experience of school fees billing or an independent school environment.
- Experience of Direct Debit processing.
- Relevant bookkeeping or accounting qualification.
- Experience of integrated pupil-management and finance systems.

Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website Eltham College - Tes Jobs

Short-listed candidates will be invited to attend an interview on 03 December 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk



ELTHAM COLLEGE JUNIOR SCHOOL

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