



ST JOSEPH'S COLLEGE

Appointment of Credit Controller Part Time

Closing Date: 22 September 2025

The College reserves the right to interview and appoint prior to the closing deadline, so early applications are encouraged.

The Background

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a once-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students. An energetic forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.



Our Values

St Joseph's College promotes a love of learning. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

Our Vision

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

Our Mission

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

Our Core Values

Aspiration, Respect, Confidence



The Opportunity

We are looking for a dedicated and professional **Credit Controller** to join our Finance team on a part-time basis, working **20 hours per week during term time plus 3 additional weeks**. This is a varied and rewarding role, offering the chance to take ownership of debtor management processes, contribute to the smooth running of our billing cycles, and play an important part in ensuring the College maintains excellent financial standards. The successful candidate will be joining a supportive and collaborative team, with opportunities for professional development and growth within a values-driven environment.

The ideal candidate will be highly organised, detail-oriented, and confident in managing their own workload effectively. Excellent communication skills are essential, as the role involves building strong relationships with internal colleagues, parents, and external stakeholders, while maintaining a professional approach at all times. You will be proactive in addressing overdue debts, tactful yet firm in difficult conversations, and able to resolve queries efficiently. A strong commitment to confidentiality, safeguarding, and upholding the ethos of the College is essential, alongside a willingness to take part in training, meetings, and continuous professional development.



The Responsibilities

Credit Control and Financial Duties

- Process debtor payments through the cash book.
- Review and reconcile debtor accounts.
- Chase overdue debts by telephone, email, and letter.
- Send statements and reminder letters to debtors as appropriate.
- Prepare monthly aged debtor reports for review with the Head of Finance.
- Refer proposed payment plans to the Head of Finance for approval and oversee settlement arrangements.
- Maintain accurate conversation notes and account history on the finance system.
- Assist with collection of enrichment activity money through the Evolve system.
- Support monthly and termly fee billing cycles, ensuring accuracy and timeliness.
- Monitor and respond to the Parent Finance inbox, resolving queries efficiently.
- Carry out ad hoc administrative and financial tasks as directed by the Head of Finance.



Debt Escalation and Compliance

- Escalate debts in line with the College's credit policy, liaising with solicitors where necessary.
- Monitor and manage accounts to ensure timely escalation where appropriate.
- Uphold company standards and present a professional image to all stakeholders.
- Adhere to GDPR, Data Protection, and confidentiality requirements.

General Responsibilities

- Safeguard and promote the welfare of children at all times.
- Follow all College policies and procedures.
- Attend meetings, staff briefings, training, and development days.
- Commit to continuous professional development and identify opportunities for growth.
- Manage and prioritise workload effectively to meet departmental and College needs.
- Establish effective working relationships with professional colleagues.
- Act as a role model through personal presentation and professional conduct.
- Contribute positively to the ethos and values of the College.
- Carry out any additional duties required by the Head of Finance.



The Person

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none">• Good standard of general education (e.g. GCSEs or equivalent in English and Maths)• Evidence of continuous professional development	<ul style="list-style-type: none">• AAT qualification or equivalent finance-related certification• Further education in accounting, finance, or business administration
Experience	<ul style="list-style-type: none">• Previous experience in credit control or debtor management• Experience reconciling accounts and producing financial reports• Experience working with databases or finance systems• Experience handling sensitive or confidential information	<ul style="list-style-type: none">• Experience working in an educational setting• Experience liaising with solicitors or external agencies on debt recovery• Experience using iSams or similar activity payment systems
Communication Skills	<ul style="list-style-type: none">• High standard of spoken and written English, excellent telephone and face to face communication skills• Good levels of numeracy• Tactful but firm approach when dealing with overdue accounts• Effective negotiation skills	<ul style="list-style-type: none">• Experience of drafting formal correspondence such as payment reminders and legal notices

The Person

	Essential	Desirable
Practical and intellectual skills	<ul style="list-style-type: none">• Proficient in MS Office, CRM systems, and other relevant software• Exceptional organisational skills and an ability to prioritise and manage own workload effectively• Problem-solving skills and ability to use initiative• Commitment to safeguarding and confidentiality	<ul style="list-style-type: none">• Understanding of GDPR requirements and processes• Familiarity with fee billing cycles in an educational or similar environment
Disposition and attitude	<ul style="list-style-type: none">• A positive and 'can-do' attitude• Keen attention to detail and a high level of accuracy• Able to multi-task and work well under pressure• Ability to work under pressure and meet deadlines• Building rapport and strong relationship management both internally within the College and externally• Must be able to work as a member of a team	

The Small Print

Hours per week: This is a part time, term time plus 3 weeks role working 20 hours per week.

Annual leave: The post holder will be entitled to 23 days of pro-rated annual leave, of which three days are to be taken during the Christmas shutdown, plus bank holidays. Bank Holidays will also be pro-rated.

Pay Scale: £24,258 - £25,346 per annum pro rata, depending on experience

Reports to: Head of Finance





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