



Position Description

School Fee Administrator

Position title	School Fee Administrator
Reports to	Finance Manager
FTE	Full-Time
Category	Category C

Role Description

The School Fee Administrator is responsible for the accurate administration, billing, receipting, and ongoing management of school fee accounts. The role plays a critical part in ensuring healthy cash flow for the school while maintaining a professional, respectful, and supportive approach when working with families. The position requires strong attention to detail, clear communication skills, sound judgement when dealing with sensitive financial matters, and the ability to work collaboratively across the school community in accordance with school policies and procedures.

Key Areas of Responsibilities

- School fee billing and account administration
- Accounts receivable and debtor management
- Parent and family account support and communication
- Payment plans, financial hardship and follow-up processes
- Compliance with school fee policies and confidentiality requirements
- Accurate financial reporting and reconciliation support

Key Duties

- Prepare and issue accurate school fee invoices in accordance with the agreed billing schedule
- Process receipting of school fee payments and ensure timely allocation to correct family accounts
- Maintain accurate and up-to-date fee records within the school’s finance and student administration systems
- Monitor accounts receivable, including aged debtors, and follow up outstanding balances in line with school procedures
- Communicate professionally and sensitively with parents and caregivers regarding account enquiries, payments, and overdue balances
- Establish, document, and monitor payment plans in accordance with school policy

- Escalate non-compliant or high-risk debtors to the Finance Manager and/or external collection agencies as required
- Support the annual fee setting, re-enrolment, and census processes through accurate financial data
- Prepare regular reports on receivables, payment plans, and outstanding fees for the Finance Manager
- Liaise with internal staff to ensure enrolment, withdrawals, discounts, and concessions are accurately reflected in billing
- Maintain strict confidentiality of financial and personal information
- Contribute to continuous improvement of fee administration processes and documentation

Membership

- Finance Team

They work **in collaboration with:**

- Finance Manager
- Business Manager
- Enrolments and Student Administration team
- Leadership team (as required for escalations or reporting)
- External providers (e.g. debt collection agencies) in line with school approval

Essential Qualifications and Experience

Skills and Experience

- Demonstrated experience in a finance or accounts role
- Experience with financial systems and reconciliation activities.
- Experience in accounts receivable, and/or finance administration.
- Strong attention to detail and commitment to producing accurate, high-quality work.
- Excellent organisational and time-management skills, with the ability to prioritise effectively.
- High level of confidentiality, professionalism, and integrity.
- Strong communication and interpersonal skills, with the ability to support a diverse range of stakeholders.
- Proficiency in Microsoft Office applications, particularly Excel.
- A proactive approach to problem-solving and continuous improvement.
- Commitment to the Catholic ethos, Marist values, and safeguarding principles of Assumption College.

- The successful applicant must hold a current Victoria Police Check and a current Working with Children Check (WWCC).