

JOB DESCRIPTION

Job Title	Senior Credit Controller		
Reports to	Accounts Receivable Manager		
Department	Finance		
Job Family	Business Services	Level	3

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Within Operations, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money

Job Purpose

- Provide support and cover to the Accounts Receivable manager
- To operate all Accounts Receivable activities.
- Perform credit control across the school.
- Ensure invoicing for the School's programmes remains in line with the nominal rolls/class lists for those courses.
- Responding to student account and payment queries on a timely basis.
- Escalating high risk or contentious accounts to the Accounts Receivable manager.
- Upholding the School's credit collection policy and processes.
- Maintain and update procedures as necessary to manage all aspects of sales ledger and credit control and provide support for all junior staff in the department.
- Produce and monitor aged debtor reports on a regular basis.
- Follow up all overdue amounts.
- Take action as appropriate to ensure collection of all amounts outstanding as quickly as possible
- Provide financial management support for student activities, e.g. Summer Ball, Summer Consulting, Alumni and other event
- Ensure all of the necessary payment details are captured to receive payment prior to programme commencement
- Regularly run outstanding payment reports to ensure outstanding debts are paid to minimise the open debt by clearing 100% of unpaid invoices before they attend the Programme.
- Liaise with the Admissions Team and Central Accounts Team so they are aware of any cancellations/refunds/transfers fees to be processed in a timelyCredi manner
- Ensure good working relationships are built with the participants/students to gather all required information.
- Any other duties as assigned by the Accounts Receivable manager

SKILLS EXPERIENCE REQUIRED

- Experience within an accounts function, including: book-keeping, managing ledgers and performing bank reconciliations
- Experience of constructively resolving issues
- Attention to detail
- Experience of working in a customer facing environment and focused on providing excellent customer service
- Extensive experience in a Credit Control environment
- Experience in supervising a team
- Strong customer focus
- Results orientated
- A good team player.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Apply specialist technical knowledge across a range of different areas to deliver required services in line with defined processes, escalating queries or tasks if outside own technical knowledge and/or standard procedure for own area.
- Respond to requests from all stakeholders, providing specialist advice to deliver the information and/or understanding they require and provide an excellent service.
- Resolve operational day-to-day issues referred from across the School, ensuring an efficient and first-class service is extended to all stakeholders.
- Design and develop materials and policy guidance, with supervision from more senior colleagues, for use in the provision of an efficient and effective business support service.
- Provide training to colleagues or stakeholders on an area of specialism to upskill and educate others in the business support services provided.

Analysis and Reporting

- Independently collate, cleanse and analyse data, and make recommendations based on analysis to support the department's decision making process.
- Liaise across the team and other departments to prepare reports to inform review, planning and decision-making.

Compliance

- Undertake investigations and inspections of data, processes and working practices in accordance with established procedure to identify actual/potential compliance issues and recommend appropriate action.

Contractor Management

- Oversee onboarding of contractors who are delivering services for an area of specialism for London Business School so that they are aware of the policies, procedures and key deliverables

Collaboration

- Collaborate closely with team members and other departments across the School to enable cross department working, to raise the team's profile, and to drive consistency of approach/standards through the wider School, thereby enabling effective service delivery.

Project Management

- Plan and deliver a range of straightforward projects, and/or contribute to more complex projects with guidance from more senior colleagues, to ensure delivery against project time, cost and quality standards, and targets.

Financial Management

- Monitor and review financial activity for own area of specialism to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.

Process Improvement

- Monitor processes, systems and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and follow through on new activities or actions brought about change to help support its successful implementation.

KPIs:

- Delivery of high-quality service in area of specialism.
- Area/team compliance with necessary regulations/processes.
- Production of high-quality reports, with the identification of trends and issues.
- Timely and robust onboarding of contractors.
- Projects delivered on time, on budget and to quality standards and targets.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Improvements to processes and procedures in own area of specialism.
- Up-to-date and accurate financial information for own service area.

Knowledge/Qualifications/Skills/Experience required
• Bachelor's degree or equivalent experience. • This may be supported by a specialist qualification. • May be working towards relevant professional qualification. • Good communication skills and the ability to break down technical issues and explain them in layman's terms. • Experience of using software related to own area of specialism to extract, analyse and report on data. • Good project management skills. • Excellent organisational skills and meticulous attention to detail. • Strong analytical and problem solving skills. • Positive experience of working within a customer-services orientated environment. • Budget management experience

Resources including team management
N/A

Staff	
Budgets	
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