

Section 1 | Job Details

Post Title	Accounts Receivable Accountant	
Reporting to		
Dotted Line Manager		
Business Unit		
Department		

Section 2 | Job Purpose

The Accounts Receivable Accountant will primarily responsible for student's data base, invoicing, and related accounting support to the Finance Department ensuring the effective, efficient and accurate reporting as and when required by the management.

Section 3 | Dimensions

Staffing Accountability	Direct Reports	
	Total Team size	
Financial Accountability (Annual)		

Section 4 | Key Accountabilities

Main Duties	<p>Key Responsibilities</p> <ul style="list-style-type: none"> - Issuance of invoices for Tuition fee, Exams and ECA's, SEN, Commission - Create, review and maintain the fee structure setup in Student Management System. - Invoice parents/ third parties accordingly on due date of the term/ service through the system. - Communicate with parents by official written reminders to clear their outstanding dues as per ADEK regulations. - Create, review and maintain the new account setup for new students and adjust the withdrawn student's accounts in Student Management System and invoice parents accordingly. - Attentive to the Student Management System transactions and assure it is accurately recorded by the Finance Officers and the Facility Officer. - Correspond with Finance Officers concerning parent's related matters and requests. - Coordinating with parents for the refunds as per the ADEK regulations. - Maintain timely cheque and cash deposits in the bank by finance officers. - Prepares monthly reports for invoice listing detailing students, invoiced charge, amount, adjustments if any and outstanding balances. - Resolves parent's complaints by investigating issues and composing responses; referring ADEK's regulations and maintaining quality of service. - Accurately entering employee education allowance in Student Management System. - Assure finance Officers full understanding and knowledge of the Student Management System. - Maintain fee setup in the Parent Portals for the ECA's enrollment. - Updates job knowledge by participating in training opportunities of the Student Management System and reviewing the amendments in line with ADEK regulations. - Handle personnel issues relating to team performance, absenteeism, performance appraisal issues, etc.
	<p>KPIs</p> <ul style="list-style-type: none"> - Accurately and timely maintaining the new account setup for new students or adjusting the current accounts for withdrawn students in Student Management System and invoicing parents accordingly on due date. - Achieved the accurate recording of financial transactions in Student Management System by all users. - Effectively and efficiently corresponding with Finance Officers concerning the parent's related matters. - Proactively communicate with parents for the outstanding dues by sending official written reminders to clear their outstanding dues as per the ADEK regulations. - Achieved accurate reporting of invoice listing detailing students, invoiced charge, amount, adjustments if any and outstanding balances.

Job Description

	<ul style="list-style-type: none"> - Maintaining quality of service while corresponding with the parents to resolve their complaints and accordingly investigating the issues and composing responses. - Developed a strong understanding with the Student Management System and ADEK's regulations. - Understand the requirements by external auditors and provide them their required information accurately and timely. - Adhere to additional responsibilities and efficiently provide all other information as and when requested by the Line Manager. - Accurately checking calculations of employee education benefits.
Specific Duties	

Section 5 | Communications & Working Relationships

Internal	External
Principals, Admission, Examination officers, Extra-Curricular Activities Coordinators, Head of Inclusion, HR, IT and Finance Team Members	Parents (individuals and companies), Third parties (activity and service providers, facility hirer) , Exam Boards and External Auditors.

Section 6 | Qualifications, Experience & Skills

Minimum Qualifications	Minimum bachelor's degree in finance, business admin., or accounting
Minimum Experience	Experience in credit and collections
Job Specific Knowledge & Skills	Excellent interpersonal relations and customer service skills

Section 7 | Safeguarding

Aldar Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and police clearance.

Section 8 | Approvals

Department Leader		
Title:	Signature:	Date:
Human Resources		
Title:	Signature:	Date:

Section 9 | Employee Acceptance

Employee		
Title:	Signature:	Date: