

**ACCOUNTS RECEIVABLE ASSISTANT**

**APPLICATION PACK**

Thank you for your interest in working at The Royal Belfast Academical Institution (RBAI).

This application pack contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the post. Further information about the School can be found on our website: [www.rbai.org.uk](http://www.rbai.org.uk)

**THE SCHOOL**

RBAI has over 1,000 pupils in its Secondary Department and approximately 150 pupils in the Preparatory Department. About 175 new pupils enter the School every year from a diversity of backgrounds. The School encourages excellence and participation in both academic and extra-curricular activities and ensures that every boy is supported pastorally so that he can fulfil his potential.

**THE POSITION**

The Board of Governors is seeking to appoint full time permanent Accounts Receivable Assistant to provide financial and general administration support

to the School.

**SALARY**

The salary is £26,332 per annum.

**APPLICATION**

Please complete the attached Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Please return completed forms by **12 noon on Wednesday 17 September 2025** to:

[**Info@rbai.belfast.ni.sch.uk**](mailto:Info@rbai.belfast.ni.sch.uk)

mARKED pRIVATE AND cONFIDENTIAL FOR THE ATTENTION OF THE BURSAR

OR POST TO:

**the BURSAR**

**r.b.a.i.**

**college square east**

**belfast**

**bt1 6dl**

**PRE EMPLOYMENT VETTING**

RBAI places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

It is an offence for anyone to who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the school. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>.



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**JOB DESCRIPTION**

**Title:** Accounts Receivable Assistant

**Department:** Finance

**Responsible to:** Bursar through the Assistant Bursar

**Role:** To provide financial and general administration support

to the School.

**Main Duties & Responsibilities**

**Finance**

* Preparation, issuing and recording of invoices for fees via the School’s financial management system,
* Preparation, issuing and recording of invoices for other income via the School’s financial management system
* Preparation of invoices for claims for Northern Ireland Childcare Subsidy Scheme
* Posting of receipts from cash, cheque, credit transfer, standing orders, card payments for Fees (Main School, Prep and Pre-Prep), Wraparound Care and Other Income
* Preparation, collection and posting of School Fees by Direct Debit.
* Reconciliation of the computerised Fees (Main School and Prep), maintenance and reconciliation of Wraparound Care and Other Income Ledgers.
* Analysis of Debtors Ledger.
* Maintaining parent mail cash collection
* Maintaining records relating to Northern Ireland Childcare Subsidy Scheme – claims and receipts
* Recording, monitoring and reporting on all income received for trips and other sundry school activities
* Carrying out credit control on all debtors ledgers and preparing monthly credit control action reports
* Administration of bursary applications
* Responding to queries as appropriate.
* Cash handling
* Bank lodgements

**General Administration**

* Provide cover for general administration duties including response to telephone and personal enquiries during times of holiday or other absence.
* Other duties as may be reasonably requested throughout the year.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after agreement with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**PERSONNEL SPECIFICATION**

**Eligibility Criteria**

**To be measured at shortlisting, you must demonstrate on your application form precisely how you meet these criteria.**

Qualifications/ Experience

GCSE Maths and English at grade C or above (or equivalent)

**Essential Criteria (to be measured at interview)**

Skills and Abilities

Proven ability and/or experience will be sought for the following:

* + Experience of working in a high quality, pro-active and delivery focused office
  + Experience and understanding of a computerised accounting system;
  + Competent user of the Microsoft Office suite, particularly Excel;
  + Excellent organisational and time management skills;
  + Strong written and verbal communication skills;
  + Good analysis and evaluation skills;
  + Excellent and demonstrable numerical skills;
  + Able to demonstrate use of initiative/self-starter;
  + A proactive customer focussed approach;
  + Able to build effective internal and external working relationships with a variety of people;
  + Able to meet deadlines and work with a high level of accuracy and attention to detail.

**Desirable Criteria (used for shortlisting only in the event of a large number of applicants)**

* Previous experience in working within a school or educational establishment.
* Previous experience of operating FMS/SIMS.
* Previous credit control experience.

**Employee Benefits at RBAI**

* Generous paid annual leave in excess of statutory leave – for FTE: 14 Customary holidays and 23 annual leave days
* Free parking on site
* Access to generous pension (NILGOSC pension employer contributes 19%)
  + Pension Paid to you in retirement, including on redundancy and ill-health.
  + Lump Sum Payable to your beneficiary if you die.
  + Survivors’ Pensions Payable to your civil partner, spouse or eligible cohabiting partner and eligible children.
* Occupational sick scheme in excess of statutory requirements
* Up to 60% discount on fees at RBAI and Inchmarlo
* Family leave (includes maternity, paternity, adoption and surrogacy) in excess of statutory requirements
* Staff development days annually
* Contribution towards cost of external training
* Access to Inspire Workplace (delivering mental health wellbeing and support in the workplace)

**REF NO**:



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**APPLICATION FOR EMPLOYMENT**

APPLICANT’S NAME: ………………………………………………………………….

POSITION APPLIED FOR: ACCOUNTS RECEIVABLE ASSISTANT

PLEASE COMPLETE THE APPLICATION AND RETURN by

**12 noon on Wednesday 17 September 2025** to:

:

[**Info@rbai.belfast.ni.sch.uk**](mailto:Info@rbai.belfast.ni.sch.uk)

mARKED pRIVATE AND cONFIDENTIAL FOR THE ATTENTION OF THE BURSAR

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**r.b.a.i.**

**college square east**

**belfast**

**bt1 6dl**

**PERSONAL INFORMATION**

SURNAME: ……………………………… FORENAME(S): …………………………

Mr / Mrs / Miss / Ms / Dr / Other

ADDRESS: …………………………………………………………………………………………………

…………………………………………………………………………………………………

POSTCODE: ……………………………………….

TEL. HOME: ………………………………

MOBILE:………………………………………...

CONTACT EMAIL: …………………………………………………………………

**EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| GCSE/AS/  A’ LEVEL(S) | SUBJECT(S) | GRADE |
|  |  |  |

Continue on separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| TECHNICAL CERTIFICATE | LEVEL | DATE |
|  |  |  |

**TRAINING/HIGHER EDUCATION**

Please include any relevant training activities undertaken including short courses or in-house training by your employer.

|  |  |  |
| --- | --- | --- |
| NAME OF INSTITUTION | TITLE AND NATURE OF COURSE | DATES |
|  |  |  |

Continue on separate sheet if necessary

**EMPLOYMENT RECORD**

**CURRENT EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: NOTICE REQUIRED:

BASIC SALARY:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

Continue on separate sheet if necessary

**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please include here information on how you consider your skills, knowledge and experience are relevant to this post and meet the criteria for the post set out in the Personnel specification on page 5.

You may wish to include experience gained at work or in a voluntary capacity or any other interests you feel relevant to your application.

**REFERENCES**

Please give the name of two referees, at least one of whom should be able to comment on your work, preferably your current or most recent employer. Please indicate if you do not wish any of these referees contacted prior to interview

|  |  |
| --- | --- |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |
|  |  |
|  |  |
|  |  |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |

**DECLARATION BY APPLICANT**

(a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

(c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity\*

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for return of application:**

**12 noon on Wednesday 17 September 2025**

All information given by you on this form is held by the School in accordance with Data Protection legislation. The information is used for the selection and appointment to the post you have applied for. Information relating to the successful applicant will be transferred to their School personnel file. Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our privacy notice detailing how we collect, use and store data may be found at [www.rbai.org.uk](http://www.rbai.org.uk).

PLEASE COMPLETE STATEMENT OF COMMUNITY BACKGROUND ON NEXT PAGE

**REF NO**:

STATEMENT OF COMMUNITY BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONITORING QUESTIONNAIRE *Private & Confidential***  We are an Equal Opportunities Employer. We do not discriminate on grounds of  religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.  Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.  **My background is that of the Protestant community**   |  | | --- | |  |   **My background is that of the Roman Catholic community**   |  | | --- | |  |     **I am a member of neither the Protestant nor**  **Roman Catholic community background**   |  | | --- | |  |       **Please indicate whether you are: Female**   |  | | --- | |  |   **Male**   |  | | --- | |  |     If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |