**Fees Assistant**

**22.5 hours per week, all year round**

Dulwich College seeks to instil a culture of equity, respect and support for others, and offers inspired teaching, scholarship and learning in and beyond the classroom. A world-leading boys school with 1,630 pupils aged 7-18 years and a co-educational kindergarten and infants school of 230 (DUCKS), the College employs over 600 staff and enjoys a beautiful and historic site covering 70 acres in South London.

The Finance department has an exciting opportunity for a Fees Assistant to support the Fees Administration Manager with all aspects of the fees administration process.

The post holder will be responsible for the accurate set-up of pupil/parent fee records in the fee billing system and maintaining the physical and electronic fees records. This includes collation and reconciliation of fee data and banking and resolving fee related queries from parents in a timely manner.

Further information can be found in the candidate pack.

**Closing date: 21 April 2024**

**Interview date: week commencing 29 April 2024**

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064