



Sales Ledger Manager



Role Profile

Job title:	Sales Ledger Manager
Salary/ Rate:	£45,000
Responsible to:	Head of Finance
Responsible for:	Finance
Contract Type:	Full Time Permanent
Hours per week / FTE :	37.5 hours per week

Job Purpose

The Sales Ledger Manager will oversee the end-to-end sales ledger function at UA92, ensuring the accurate and timely recording of income, effective credit control, and high-quality service to internal and external stakeholders. A key part of the role involves managing student finance processes in collaboration with the Registry team, ensuring accurate billing, timely collection of tuition fees, and resolution of student account queries. The role supports UA92's mission by contributing to robust financial operations and a positive student experience.

Role Specific Duties and Responsibilities

- Manage all aspects of the sales ledger including raising invoices, allocating payments, maintaining customer accounts, and ensuring timely income collection.
- Oversee the student finance function, including the invoicing and reconciliation of tuition fees, liaising closely with the Registry team to ensure student records and financial data align.
- Monitor and manage incoming Student Loans Company (SLC) payments, ensuring proper allocation and reporting.
- Lead credit control activities including chasing overdue payments, implementing payment plans, and maintaining regular contact with students and sponsors.
- Produce regular aged debtor reports, student debt analyses, and cash collection forecasts for management.
- Resolve student finance queries effectively, ensuring professional and empathetic communication.
- Collaborate with Registry and Student Services teams to streamline processes around student enrolment, withdrawals, and tuition fee adjustments.
- Maintain compliance with UA92's finance policies, regulatory requirements, and relevant accounting standards.
- Supervise and support any direct reports in the sales ledger team, including training and development.
- Assist with month-end and year-end procedures, including audits relating to accounts receivable.
- Lead or support finance-related improvement projects to enhance service quality and process efficiency.

General Duties and Responsibilities

- Champion the UA92 brand and foster a culture of innovation, growth, shared responsibility and individual accountability always putting provision of an excellent student experience in primary focus.
- Be a pro-active, effective and supportive team member.
- Maintain a cost-conscious and efficient approach when undertaking all aspects of the role in order to manage resources effectively, optimise performance and contribute to the future success of UA92.
- Comply with appropriate legislation and local policy in respect of confidentiality, information governance and security, Freedom of Information, Data Protection and the GDPR.
- Contribute to a safe learning and work environment ensuring awareness of individual responsibilities and compliance with Health and Safety and Safeguarding policies and procedures at all times.
- Participate in objective/target setting and review/appraisal of your own performance to inform personal development aligned to the role and progression/remuneration decisions.
- Participate in mandatory and other training and development opportunities supporting a culture of continuous professional, personal and team development.
- Promote equality of opportunity and diversity for students and staff ensuring an inclusive and supportive learning and work environment.
- Any other duties commensurate with the grade and level of responsibility for which the post holder has the necessary experience and/or training.

This job description is intended as a general guide to the duties attached to the post. It may therefore be altered from time to time, in consultation with the role holder, to reflect the changing needs of UA92.

Person Profile		
Criteria	Essential / Desirable	Method of Assessment*
Qualifications		
AAT qualified or part-qualified in ACCA/CIMA or equivalent	Desirable	Application Form / Interview
Experience and Knowledge		
Substantial experience managing a sales ledger or accounts receivable function	Essential	Application Form / Interview
Understanding of tuition fee structures and student funding processes, including Student Loans Company (SLC) procedures	Desirable	Application Form / Interview

High level of accuracy and attention to detail	Essential	Application Form / Interview
Proficient in finance systems (e.g., Sage, SAP, or similar ERP software) and MS Excel	Essential	Application Form / Interview
Job Related Skills and Abilities		
Ability to manage time effectively, work under pressure, prioritise workload and meet challenging deadlines	Essential	Interview
Ability to communicate effectively and persuasively at all levels with internal and external stakeholders	Essential	Interview
Meticulous attention to detail with a strong focus on quality and accuracy	Essential	Interview
Excellent planning, organisation, administration and time management skills	Essential	Interview
Excellent interpersonal, communication and presentation skills with the ability to adapt style to suit the needs of the audience	Essential	Interview
Values and Behaviours		
Acts as a role model for the UA92 Values (<i>We Care, We're Brave & Bold, We're Inclusive</i>)	Essential	Interview
A clear passion for and a desire to provide an outstanding student/staff experience.	Essential	Application Form / Interview
A commitment to equality and diversity and the safeguarding and wellbeing of young people, vulnerable adults, children and staff.	Essential	Application Form / Interview
A strong and resilient team player with drive, determination and a natural desire to work collaboratively.	Essential	Application Form / Interview
A high level of integrity with a personal style that inspires trust and confidence.	Essential	Interview
Innovative, creative and resourceful, with a commitment to continuous improvement.	Essential	Interview
Enthusiastic and self-motivated with a commitment to continuous professional development.	Essential	Interview