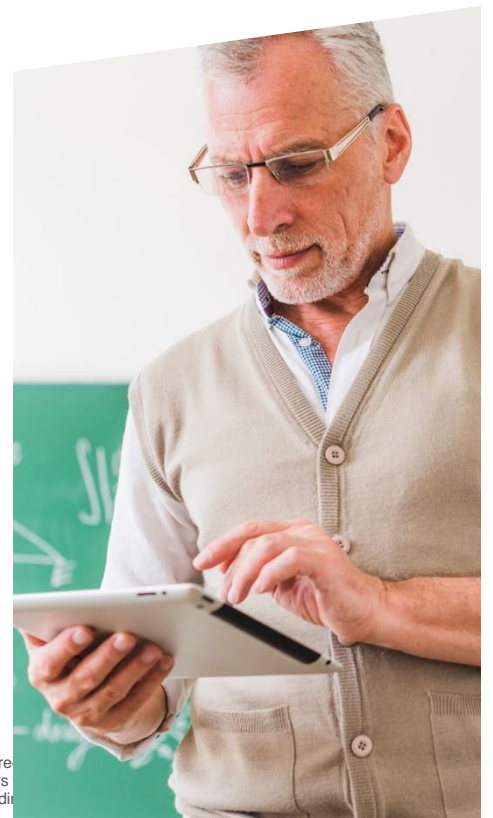
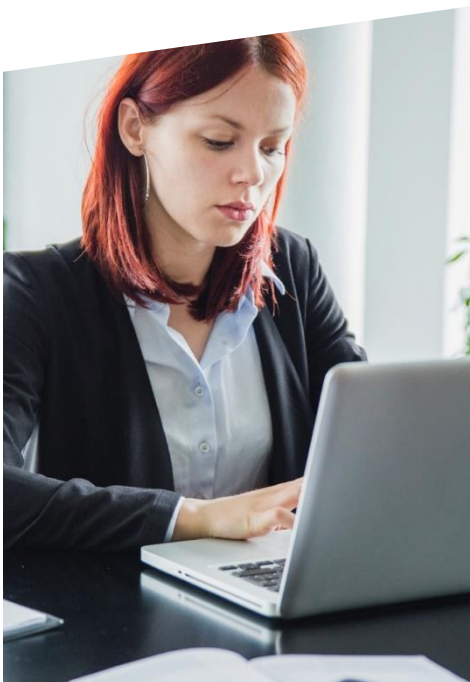


Sales Admin

Glastonbury
Job Description
May 2022



About WCBS

Founded in 1984, WCBS specialises in providing integrated management systems to Independent & International schools across three core areas: Admissions, MIS & Finance.

Owned by Westleigh Investments, WCBS operates in 40 countries, with offices in the UK, Hong Kong and China.

Where We Are Now

WCBS, and our products, have been constantly evolving. But the speed at which we evolve has been accelerating exponentially in more recent years.

In other sectors, outside of EdTech, we have seen large investment and innovative technology, delivering differentiated business models and first-class user experiences that have challenged the incumbents within their industries. WCBS is bringing this investment and disruption to EdTech, and more specifically, to Independent and International Schools.

We have invested ~£5m over the last three years and are continuing to invest millions of pounds into our product set. Delivering next generation, cloud native systems that use the very latest technology in order to achieve a 10x better user experience for Independent and International Schools.

This culminated in the [launch](#) of HUBmis in October 2020 and will be swiftly followed with exciting developments across our other core areas: Admissions & Finance.

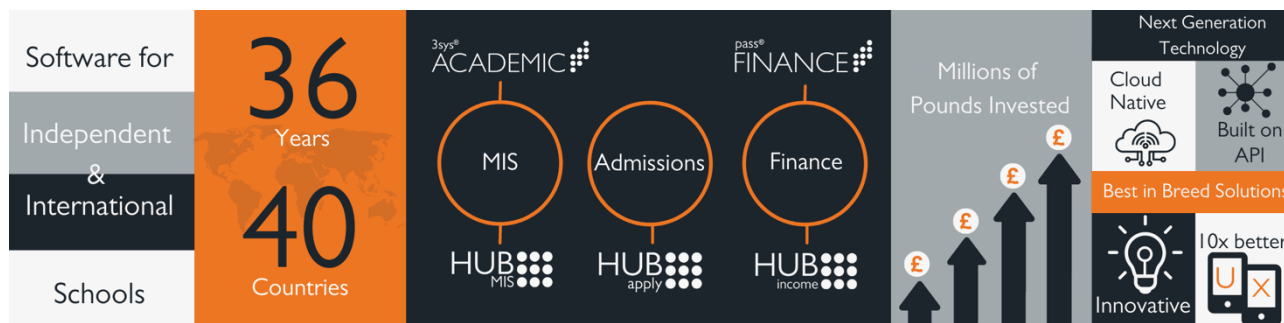
The user friendly and intuitive software we have created is not only a joy to use, but saves huge administration time, allowing schools to focus on delivering outstanding education and ultimately better outcomes for students.

The Journey Ahead

With this technology, comes a very exciting roadmap.

Built on a read and write API, this next generation technology opens up so many possibilities, allowing Independent & International Schools to choose the best in breed solutions without the need to compromise.

In the meantime, WCBS will continue to learn, improve, and innovate, so that Independent & International schools can continue to deliver outstanding education.



Our Solutions

Finance & HR

WCBS fully understands the importance of accurate and consistent financial management. We provide the platform you need to gain more effective financial control.

- Billing: fees & extras
- Purchase requisitions
- Payroll: HMRC & TPA
- Grant management
- Comprehensive budgeting
- Human resources
- Advanced analytics
- Group consolidation
- Allow for complex bill payment relationships

Admissions

With only two thirds of fee-paying schools meeting their enrolment goals, an admissions system is crucial to a school's sustainability.

- Enquiry management
- Application tracker
- Two-way communication
- Configurable to your school's brand
- Instant messaging system
- Real-time reporting
- Online payments
- MIS integration
- Multiple user portals
- Automated and personalised notifications

MIS

Our Management Information System provision has been built with every user at the forefront of the design and functionality of every module.

- Best in class design
- Cloud Native Technology
- Powerful reporting
- Student and parent portals
- Multilingual capabilities
- Attendance monitoring
- Pastoral and behaviour
- Progress tracking
- Automatic Updates
- Manage events

Sales Admin

Job Description

Reporting to	Finance Manager
Location	Glastonbury, Somerset
Salary	£19 – 21k per annum DOE
Working Hours	08.45 – 17.15 Monday to Friday inclusive
Annual Leave	25 days per annum plus UK Bank Holidays
Benefits available	Pension, Private Healthcare, Discretionary Bonus Scheme, Highstreet Discounts

Job role:

WCBS are looking for an enthusiastic and dynamic person to join our administrative team for a minimum of 12-months to cover maternity leave. We value a forward thinking, positive and innovative attitude and are seeking individuals who can join us to eulogise our software, our business and our direction.

Key responsibilities:

- Generating and sending invoices to customers on a weekly basis, using Access Financials and SugarCRM
- Invoicing for monthly software renewals
- Generating contracts and proforma invoices for sales orders
- Maintaining accurate Purchase Product information on SugarCRM for accurate renewals and reporting
- Processing bespoke stationery and payslip orders from customers
- Responding to sales invoicing queries from customers
- Maintaining and updating customer invoice recipient records queries from customers in SugarCRM and Sage
- Regularly running and updating various sales related reports
- Managing the training consultants' diaries by organising and booking product training for customers, and ensuring all SOPs, costs, and invoices are arranged appropriately
- Organising sales demos and webinars, training webinars and assisting with on-site training events

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the company.

Technical requirements

You should have the following skills and experience:

- Experience of using a financial package such as Sage, Xero or Access financials
- SugarCRM or other CRM software
- MS Office (MS Excel in particular)
- Basic knowledge of accountancy processes

Person requirements

You should have the following qualities and experience:

- Excellent attention to detail
- Great communication skills
- Ability to work to strict deadlines