

JOB DESCRIPTION Bursar

Term Time 8-4pm (2 days per week, could be 1 week per month) Term Time

Job Purpose

To carry out the professional duties of a Bursar in accordance with the school's policies under the direction of the School Business Manager (SBM) and/or headteacher.

The Ideal Candidate:

The ideal candidate will be highly flexible and be able to develop excellent relationships with all stakeholders. They will maintain and develop very good organisational systems and understand how their role fits into that of the whole school.

Duties:

1. Finance – management accounts, year end processes
2. VAT reconciliation
3. Submission of ESFA returns

Responsible to:

SBM/Headteacher

Qualifications:

Qualifications for competent user of ICT packages, including Excel, Outlook and Word
Understanding and ability to use Sage

Areas of Responsibility and Key Tasks

The Finance Officer is responsible for providing an efficient and accurate finance and accounting service to the school, also supporting the Business Manager/headteacher with budget management & reporting, data analysis, submission of returns and reconciliations.

Strategic Direction and School Development

- To undertake financial controls and use these to produce reports as requested by the SBM/headteacher
- To uphold and support the school vision, values and aims and to abide by agreed professional behaviours and attitudes
- To create a welcoming environment in the office by knowing children, staff, parents and volunteers by name
- To contribute to the development of the school

Key Responsibilities and Duties

All children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.

Attitudes and Dispositions

- Work flexibly and efficiently as part of a team and liaise closely with other team members
- Respect confidentiality
- Always maintain a calm, positive and professional approach when dealing with visitors and telephone enquiries
- Maintain a tidy and organised office environment conducive to efficient working practices
- Attend training, courses and meetings as necessary and participate fully in Appraisal processes

Finance

- Process transactions and enter them on the school's financial accounting system (Sage), including the processing of journals
- Purchasing - assist school staff in sourcing suitable products using 'best value' principles and in accordance with the school's policies, purchase goods
- Raise and send purchase orders/log commitments on the school's accounting system
- Validate and process invoices and cheques
- Maintain accurate supplier details on Sage
- Investigate and resolve any creditor queries
- Create invoices for funding claims and school supplied services
- Chase outstanding payments, reporting any issues to the School Business Manager/headteacher
- Reconcile the purchase card statements monthly
- Reconcile receipts via BACs
- Reconcile Petty cash
- Produce and submit VAT reclaim to HMRC quarterly
- Produce other returns required by ESFA as directed by the School Business Manager/headteacher
- Produce Monthly Management Accounts for review by Senior Staff, Governors, ESFA
- Take responsibility for the ongoing maintenance of the asset register
- Undertake an annual review and update of the inventory prior to the yearly audit
- Prepare and check information for processing by the school's payroll provider in accordance within agreed timescales, including contract variations, adjustments, starters/leavers, absence reporting
- Following authorisation, post the payroll expenses
- Assist Payroll in dealing with payroll-related queries, e.g. in relation to pensions and tax
- Assist partners in ensuring statutory returns are produced (e.g. Teachers' Pension returns).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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