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School Bursar

Job Description

**PURPOSE OF THE POST**

* To give strategic vision and leadership to all aspects of Budget, Finance and Premises.
* To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team (SLT) and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
* To be responsible for the school site and its buildings, their maintenance, development and efficient use.
* To function as line manager for site staff and Finance Assistant
* Play a central role in supporting the Leadership Team
* To liaise with relevant members of the Local Authority

Responsible to:The Head Teacher

Responsible for:Premises Staff, Finance Assistant

HOURS: 25 per week (flexible hours to suit successful candidate); Term time only plus 5 days during school holidays - Salary Scale SO1

**DUTIES AND RESPONSIBILITIES**

**General**

* To lead and advise the SLT on matters relating to Premises, Finance and Health & Safety
* To prepare papers for and attend all ‘Finance and Facilities’ governing body meetings, and Full Governing Body meetings as required
* To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher
* To provide support as relevant to the Head Teacher and Deputy Head Teacher

**Leadership and Management**

* Support SLT, offering financial and personnel support and advice as required
* Improve and develop financial statements, forecasts and best value procedures
* Attendance at Finance & Personnel Committee Meetings as and when required – these may include evening meetings
* Oversee data management in line with current legislation

**Finance**

* Provide advice and assistance to the Governors / Headteacher on all matters of financial policy and regulations, including implementation of advice received from Chair of Governors, LA Finance Department and its auditors.
* Prepare reports for the Finance Committee and to be responsible for giving an overview of the finances of the school outlining pressures and future spending priorities. Attend committee meetings if required.
* Prepare annual School budgets in conjunction with the Headteacher, including associated cash flows, at departmental and whole school level. Profile budget elements, having regard for both historical patterns and management requirements. Advise on School Development Planning with relation to financial and budget matters.
* Produce 3 and 5 year financial forecasts.
* Prepare and submit monthly budget share, quarterly reconciliation of school computerised budget share, reimbursement of VAT, Capital returns and other reports required by the LA, following the Schools Finance Returns timetable.
* Update SFVS annual statement and associated documents such as Finance Policy
* Manage the school’s finances on a day to day basis, informing the Headteacher regularly of the current position and any adjustments required.
* Ensure the school accounting systems are sound and that adequate and appropriate financial records and financial controls are maintained.
* Assist the Headteacher and Governing Body to undertake a periodic review of the school’s ‘Financial Policy and Procedures’ and present recommended changes for Governing Body approval.
* Maintain an analysis of costs and statistical information and manage the computerised financial system, ensuring compliance with the requirements of the Data Protection Act.
* Maintain all school accounts, including the Private Account, in accordance with the London Borough of Hillingdon’s financial regulations and school policy.
* Provide financial reports using the SIMS FMS and FPS system and/or spreadsheets as necessary including: updates on funding (cash advance statements), benchmarking and updates on any budget changes.
* Monitor income and expenditure in relation to the budget, preparing income and expenditure accounts, balance sheets and final accounts to LA audit requirements.
* Understand and apply the principles of Best Value.
* Liaise with the Headteacher and School Administrative Officer to prepare any necessary information to submit bids for external funding
* Liaise with the Headteacher and School Business Manager to review existing patterns of expenditure to identify possible savings and alternative use of resources.
* Undertake regular financial comparisons and benchmarking exercises, as and when appropriate.
* Reconcile the school bank accounts, investigating and resolving any anomalies.
* Monitor and report on the spend of external grants.
* Scrutinise and pay all invoices and statements of accounts and prepare all cheques for authorisation and signature.
* Reconcile the school meal accounts with the school caterer, ensuring correct accounting of the UIFSM, free school meals, pupil paid meals and staff paid meals.
* Reconcile the school trip accounts.
* Invoice for the letting of the school premises and facilities by the school, to local community organisations and others. Ensure prompt payment.
* Recover all outstanding debts.
* Input monthly payroll data, checking payroll information against payroll provider reports to ensure correct payments have been made and that they are charged to the correct budget headings.
* Manage the petty cash system.
* Undertake personally all routine correspondence relating to accounts work.
* Receive, administer and be responsible for safe keeping of all monies, e.g. charities, school events, school trips, sales, uniform and milk.
* Responsible for the banking of all school monies.
* Maintain an up to date filing system.
* Update financial policies, procedures and SFVS documentation following Governing Body and LA procedures.
* Consider the effectiveness of the system of reporting and suggest improvements in consultation with the School Administrative Officer, Headteacher and/or Governors.
* Obtain necessary professional development in order to provide the most effective financial support to the school.

# Health & Safety

* To monitor, implement and review the school’s Health & Safety policy including the maintenance of Risk Assessment procedures.
* To advise all staff as appropriate.
* To report to Governors on Health & Safety.
* To ensure the appropriate installation and maintenance of equipment for protection against and escape from fire and oversee the keeping of records and regular fire practices.
* To investigate and report on any incidents

# Premises Management

The Bursar will oversee the management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school. They will oversee the work of the premises staff. Specific responsibilities include:

* Overseeing the implementation and update of the maintenance plan.
* Through regular contact with the premises staff, ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
* Ensuring appropriate service contracts are in place including cleaning and maintenance;
* Advising on all Health & Safety matters, including measures in the event of emergencies.
* Appraise projects for the development of the school.
* To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises.
* To deal with all external agencies, delivering services to the school and to deal with all aspects of procurement.
* To be responsible for liaison with Head Teacher regarding letting of the school premises to outside organisations, the development of all school facilities for out of school use, with particular reference to the local community.
* To oversee purchase, repair and maintenance of all furniture, equipment and fittings,
* To monitor the work of on-site contractors and arrange for estimates for work.
* To ensure that the best use is made of premises personnel.
* To monitor and oversee the quality of work by contractors, premises staff and cleaning staff, reporting to the headteacher as appropriate.

**Other**

* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos / aims of the School
* Establish constructive relationships and communicate with other agencies / professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required.

This is not an exhaustive list; you may be asked to undertake other duties to support the smooth running of the school.

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School Bursar

Person Specification

**Key Attributes**

* The post holder will be required to be proficient in accounting and have good IT skills.
* Personal qualities required include tact, sensitivity, confidentiality and the ability to share in, and make a significant contribution to the overall ethos, vision and aims of the school. He/she will be required to work without day-to-day direct supervision, determine or follow appropriate priorities and work under pressure. The post holder must be able to undertake any aspect of the school’s finance/administrative work, as and when necessary.
* The post holder should be prepared to enhance his/her existing knowledge and skills through attending courses and undertaking relevant reading.

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|  | **Essential** | **Desirable** |
| Qualifications/Experience | NVQ 4 or equivalent qualification in finance/accountancy e.g. ACCTHigh level of competence using the internet and specialist ICT packages, ideally SIMS and FMS, word processing, data bases, mail-merge and spreadsheet applications.Excellent numeracy and literacy and organisation skills. | CSBM or equivalent |
| Knowledge and Understanding | Ability to use specialist ICT packages/specialist resources/equipment.Demonstrate an up-to-date working knowledge of relevant policies/legislation and practices.Ability to plan and develop systems.Ability to interpret information and prepare reports.Ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. |  |
| Professional Development | Evidence of CPDAbility to self-evaluate learning needs and actively seek learning opportunities | Participation with other schools/agencies |
| Leadership and management | Experience of budget preparation and managementExperience of managing contracts/service level agreementsFull working knowledge of relevant polices / codes of practice / legislationExperience of premises management | Previous experience as a Bursar or Business Manager in educationExperience of working in a primary schoolExperience of successful working with a Governing Body |
| Skills and Qualities | Support and demonstrate commitment to the vision for the establishment of the schoolAbility to persuade, motivate, negotiate and influenceProven ability to think clearly, incisively and strategicallyProven ability to maintain and add value to the school business management function of the schoolAbility to organise own workloadProven ability to manage school resourcesProven ability to establish and develop positive relationships with school stakeholdersDeal sensitively with people and resolve conflictsFlexible and approachableAn ability to be resilient and composed in times of stress | Ability to interpret advice / statute and to devise policy / practice in the light of these |
| Other | A commitment to equal opportunitiesA commitment to Safeguarding |  |