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**DAIR HOUSE SCHOOL**

**JOB DESCRIPTION**

**BURSAR/FINANCE MANAGER**

Main Purpose of the Role

The Bursar/Finance Manager will be responsible to the Headmaster and accountable to the Governing Body for ensuring that the School is fully compliant with the stringent and statutory regulatory requirements of Independent Schools in every way, providing appropriate professional management of the financial affairs of the School, including Catering, Cleaning, Estate Management, Grounds and Gardens, Health and Safety, Human Resources, Maintenance, IT Facilities, Medical Services, Security and Transport.

The duties of the Bursar are to:

Finance and Accountancy:

* Advise and implement financial policy within the school.
* Monitor income and expenditure in relation to budget.
* Manage the accounts of the school and submit Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
* Predict and manage cash flow projections for the current and future years.
* Ensure payment of salaries, including PAYE, Superannuation/Pension and National Insurance Contributions and compliance with regulations for benefits in kind.
* Manage pension schemes for teaching and non-teaching staff.
* Scrutinise, approve and make payment of all invoices.
* Update and maintain Sage, arranging payment of invoices as required.
* Manage special appeals for projects.
* Analyse costs and other statistical records.
* Forecast the future performance of the School.
* Lead financial appraisals of specific projects.
* Lead and advise on the financial and tax implications of the Charitable Status of the School.
* Provide annual budgets for income and expenditure for approval by the governing finance committee.
* Prepare management accounts and cash flow statements for the Governing Finance Committee.
* Review data from other schools on annual fee increases and prepare comparisons for Finance Committee. Draft annual letter to parents from Chair of Governors.
* Prepare pupils’ termly fees invoices and manage pupils’ fees account.
* Update and maintain the parents’ fees account on the parent portal on the School’s Management System.
* Collect fees and monitor pupils’ fees accounts, if necessary involve fee collection agencies.
* Oversee payment arrangements for new pupil registrations.
* Administer any schemes in operation for the payment of fees by instalment.
* Initiate and manage audit procedures as necessary.
* Liaise with Auditors and provide all necessary documents.
* Liaise with Auditors regarding Annual Returns for Companies House
* Submit online to Companies House any additional changes (ie changes in Directors etc).
* Submit online annual Charities Commission Returns
* Collate and submit online, annual Census Returns for ISC, DFE and Bucks EYFS
* Attend Governors Finance Committee meetings and submit finance report each term prior to the Board of Governors’ Meetings.
* Review annually the school’s general insurance to include employer's liability, public liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
* Manage service contracts and the back-office Management System.
* Monitor contracts with leasing companies with regards to IT and Photocopiers
* Keep abreast of changing regulations set by the Government, DFE, ISC and other financial institutions.
* Advise on investments in consultation with the Governor’s Finance Committee
* Administer Bursary/Discount Awards

Health and Safety:

* Formulate, monitor, implement and review the school’s Health and Safety policy and Risk Assessments.
* Advise on and take appropriate security measures to safeguard pupils, staff and visitors, including the maintenance of any safety and security systems installed.
* Chair Health and Safety Committee termly and Report as necessary to Governors on any major Health and Safety issues.
* Be responsible for the maintenance and servicing of fire alarm and fire equipment. Ensure appropriate records are kept and initiate regular fire practices.
* Review First Aid policy and liaise with staff responsible for First Aid provision and care.
* Ensure the School has the required number of trained first aiders and paediatric first aiders.
* Check and analyse the Accident Report Summary on a regular basis. Liaise with the member of staff who recorded the accident.
* Oversee the upkeep of the minibus; i.e. insurance, servicing, road tax, driver training & assessment and the updating and implementation of the School’s Minibus Policy (part of the Health and Safety Policy).
* Ensure compliance with Regulations for mini buses.
* Liaise with staff regarding residential trips, submitting EV forms to Governors for signature.

House and Grounds:

* Liaise with the Head and Caretaker to ensure the correct management of the House and Grounds budget.
* Liaise with the catering company to ensure that contractual duties are maintained.
* Liaise with the cleaning company to ensure that contractual duties are maintained.
* Ensure all aspects of House and Grounds are compliant with Health and Safety regulations.
* Liaison with the Caretaker to ensure the proper maintenance of all aspects of the House and Grounds including preparation of maintenance schedules and keeping of records.
* Manage the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.
* Manage the maintenance and efficiency of the installations and plant for electric and gas supply, heating, hot water etc., and oversee renewal of energy contracts.
* Manage the maintenance of the lighting and ventilation in all School buildings.
* Draw up outline specifications for new buildings, obtaining tenders, planning permission and liaising with the School’s architects and builders as required.

General Management and Administration

* To advise the Senior Management Team.
* Ensure that the regulatory requirements, set by the Independent Schools’ Inspectorate, are met in co-operation with the Headmaster.
* Support the Headmaster.
* To report to the Governors and SMT when requested.
* Liaise with DfE, IAPS and ISC to include responsibility for the records and returns required.
* Ensure compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
* Act as the Head's adviser on employment matters including disciplinary procedures and ensuring that the School has an up to date appropriate disciplinary and grievance procedures.
* Ensure that all relevant staff have contracts of employment and maintain the School's standard contracts up-to-date as new legislation takes effect.
* Manage the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.
* Purchase, either directly or through a purchasing group, all goods and services for the School.
* If directed by the Governing Body, the letting of school premises to outside organisations.
* Act as correspondent with the DfE, Independent Schools Council (ISC) and ISI and be responsible for the records and returns required.
* Maintain contact with local authorities and other organisations.

Safeguarding Children

* To be responsible for the Single Central Register
* To be fully aware of and understand responsibilities arising from the Children’s Act 2004 and KCSIE in relation to child protection and safeguarding children as this applies to the worker’s role within the organisation.

Compliance

To be accountable for the School’s compliance with all relevant law and best practice and in particular:

* Relevant financial legislation relating to charity accounting and accountability
* Taxation law and guidance
* Employment law
* Health and safety legislation
* Data protection legislation
* Best insurance practice
* Licences and local regulations
* Safeguarding requirements and any other legislative requirements with regard to employment
* Directives from Government in respect of the financial, human resources or support functions of the School.

Clerk to Governors

* Prepare and circulate Agendas and Reports prior to Governors’ Meetings.
* Attend Governors’ Meetings and keep minutes.
* Circulate approved minutes after Governors’ meetings.
* Publish, arrange and record attendance at all Governance Courses, Conferences and Programmes available to Governors.
* Ensure all clearances i.e. DBS, Codes of Conduct, Biographies are completed by Governors.

This Job Description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the post as directed by the Headmaster or Chair of Governors.

All Dair House School staff have responsibility for promoting and safeguarding the welfare.

Dated: March 2017

T C Wintle

Headmaster