

**ASSISTANT BURSAR**

**BACKGROUND**

Rosemead Preparatory School is located in Dulwich, London and it is seeking an experienced finance professional to support the School’s accounting function and deputise for the Bursar in his absence. The role is full time and the successful candidate will report to the Chief Administrative Officer (Bursar) and be responsible for hands on management and support of the school’s office and support staff.

**Overall Purpose of the Role**

To support the Bursar to ensure that all financial matters, such as: Nominal, Billing and Purchase ledgers, are dealt with in a timely manner and to deputise for him in his absence.

To support the Bursar to ensure that the school offices operate in a professional and customer focussed manner.

To take the lead on compliance matters, such as: the Single Central Register; Recruitment, HR, Fire and Health and Safety and required training.

Promoting and safeguarding the welfare of children for who you are responsible and with whom you come into contact.

**RESPONSIBILITIES**

The main responsibilities of the role are:

Carry out all duties connected with the Fees Ledger, Purchase Ledger, Payroll and Pensions schemes, in a timely manner to meet both business and statutory requirements.

To act as confidential secretary to the Headmaster and Bursar on all staff related matters and other matters as requested.

Supervise the school office staff ensuring that all admin duties are carried out efficiently to the satisfaction of the Head, teachers and parents.

***Finance***

* Operational management of the finance system, WCBS PASS, to deliver accurate financial control & reports and the preparation of cash flow forecasts.
* Supervision of the Billing ledger, including the invoicing and collection of fees and extras and donations.
* Supervision of the Purchase ledger, ensuring timely payment of invoices, the administration of petty cash and staff expenses.
* Supervision of the Nominal ledger, including periodic reconciliations within WCBS PASS.
* Maintenance of the School’s fixed asset register.
* Producing termly management accounts, monitoring budgets and expenditure.
* In conjunction with the Bursar, preparation of the budget.
* Preparation for audit to trial balance, pre-payments and accruals & depreciation.
* Dealing with day-to-day support issues in the absence of the Bursar.

***Non-Finance***

* Ensuring that the school’s single Central Register is maintained.
* To lead on HR administration, including salaries (SAGE), advertising, references, contracts, etc.
* To take an active role in the contracts management as the school implements its 15 year Estates Strategy. Liaising with architects in order to produce outline specifications for new works, obtaining tenders, planning permission, etc.
* Contract management for cleaning and catering.
* Management/oversight of Health and Safety, fire Safety and building maintenance
* Assist with the induction programme for all members of support staff.
* Supervision of the maintenance and safe use of the minibuses

**PERSON SPECIFICATION**

The successful candidate will have the following attributes:

* Experienced finance professional/ qualified accountant, with experience of working in a busy and demanding environment.
* The ability to communicate effectively at different levels, with colleagues, parents, Governors and outside agencies, are essential requirements.
* Proven line management experience with an ability to delegate effectively
* Excellent communication skills
* Good planning and organisational skills
* Attention to detail and accuracy
* Ability to maintain confidentiality
* Experience of managing a property portfolio
* Experience of managing budgets
* Proficient skills in IT
* Experience of working in an educational setting desirable but not essential

Hours: 08:00 to 16:30. There may be requirements in busy periods during term time to work additional hours, including some weekends for official functions.

Holidays: 25 days plus Bank Holidays – to be taken in normal school holiday periods;