

**JOB DESCRIPTION**

**Job Title: Assistant Bursar, Finance**

**Line Manager: Bursar**

**Responsible for: Finance Team**

**Contacts: Governors, staff and parents**

**JOB SUMMARY**

The role of the Assistant Bursar Finance is to provide accurate, timely and coherent information for the Bursar, other management and Governors; including Management accounts, 5 year plan (incorporating pupil number profiling and cash flows), and Annual Statutory Accounts and Debtors analysis, to improve the financial results of Burgess Hill Girls, through tight monitoring of budgets and to achieve cost savings and efficiencies in work flow where possible. In addition to ensure the smooth running of the Finance Department on a day to day basis

The Assistant Bursar, Finance, works with the internal team of academic and administrative staff with access to the Board of Governors via the Finance Committee.

Key Tasks include:

* The preparation of accurate and timely financial and other management information
* Initiation and preparation of budgets and forecasts
* Keeping up to date with changes to Charities SORP/ Accounting and VAT/Pensions and Payroll legislation and commercial company rules and regulations
* Maintenance of strong financial controls including close monitoring of all budgets
* Maintenance and development of the School’s accounting systems.
* Supervision of the payroll and pension systems
* Identification of potential savings and negotiation of some supply contracts
* Oversee accurate billing and timely collection of fees, including debt collection.
* Line management of the Finance team.
* Through workflow analysis and investment in suitable new systems, improve the automation and efficiency of the department which adds demonstrable value through initiating and driving innovation and appropriate projects.

**PRINCIPAL ACCOUNTABILITIES**

**Budgets and Expenditure**

* Preparation of annual and long range budgets and cash flow forecasts
* Monitoring of expenditure on individual budgets and timely reporting to Budget Holders
* Preparation of termly management accounts and comprehensive variance analysis against budgets
* Preparation of annual, statutory consolidated SORP accounts for the School and its subsidiary
* Monitoring of salary budgets and monthly salary analysis
* Monitoring of concessions budgets

**Financial Systems and Controls**

* Maintenance and development of the School’s accounting systems and of all financial controls relating to the School and its subsidiary
* Liaison with the auditors and the preparation of accounts and records for audit

**Payroll**

* Payment of all wages and salaries deductions and proper returns to HMRC, pension schemes and other statutory bodies
* Management of statutory pay for sickness, maternity, paternity etc.
* Oversight of salary sacrifice arrangements

**VAT and Gift Aid**

* If required, preparation of returns and liaison with HMRC

**Fees**

* Supervision and checking of all fee accounts, ensuring prompt and accurate rendering to parents
* Support the Bursar in monitoring of debtors and ensuring prompt collection of overdue fees
* Oversee the operation of the School’s standing order system
* Support the Bursar in renewing bursary applications

**Banking**

* Day to day management of the School’s bank accounts and negotiation of terms
* Monthly bank reconciliations

**Purchase Ledger**

* Monitoring ordering and purchase controls throughout the School
* Ensuring prompt resolution of queries and payment of invoices on terms
* Monitoring of utility consumption and negotiation of contracts

**Team Leadership**

* Day to day line management and annual appraisal of the Accounts team
* Management of holiday entitlement absences etc. with due regard to maintaining cover and the accounting/budgetary timetables

**Other**

* Completion of statistical returns as required
* Maintain the School’s Financial Risk Register, Fixed Asset Register, the Fixed Asset replacement schedule and Public Benefit Register.
* Oversee the WSCC EYF reconciliation
* Support the Bursar in completion of statutory and Charity Commission returns
* Oversight of budgets for specific events, including School’s trips
* Support the Bursar preparing papers for the Board and other Committee meetings as required
* Deputising for the Bursar as required
* Ensure all team members represent the School in the best light
* Any other tasks as required by the Bursar, Head or Governors

**JOB CONTEXT**

The school currently employs 4 members of staff in our finance team; Assistant Bursar, Finance, a Senior Accounts Assistant (payroll and fees), a Purchase Ledger Clerk and an Accounts Assistant (petty cash and fee extras).

**CONDITIONS OF SERVICE**

Full time role

Hours of work 9.00am – 5.00pm or as required to meet the department’s operational needs

52 weeks a year, less holiday entitlement