##### BURSAR

**This is a Senior Management Team position**

The Bursar has overall responsibility for the performance of the Bursary in the fulfilment of its functions as a whole.

It should be noted that the Assistant Bursar works in support of the Bursar, with particular regard to the School’s financial processes and the operation of the payroll. The Premises Manager also works in support of the Bursar with particular regard to the operation of site services and security.

The responsibilities of the post include the following:

**FINANCE & CLERK TO THE GOVERNORS**

* The maintenance of proper accounting records in line with SORP and other legal requirements, and the preparation of Statutory Accounts and subsequent liaison with the School’s Auditors
* As Clerk to the Governors, the preparation and issue of Agendas, Minutes and other documents related to Governors’ Meetings
* Preparation and presentation of Annual Budgets and Cash Flow forecasts to the Finance Committee of the Governors
* The control of expenditure against budget and the presentation of termly reports to Governors
* Preparation and presentation of termly Management Accounts to Finance Committee
* Preparation of any other papers requested by the Governors’ to inform their decisions on matters such as annual fee increases.
* Preparation and issue of fee invoices, liaising as appropriate with parents and, where necessary, the school’s legal advisers with regard to the collection of outstanding fees.
* The administration of Direct Debit and Standing Order fee collections and payments.
* The analysis of confidential Statements of Financial Circumstances in relation to parents’ applications for fee assistance and advising the Headmaster and the Governors’ Finance Committee accordingly.
* Maintenance of the Nominal, Purchase, Parent and Pupil Ledgers
* Operation of the payroll, including the initial generation of BACS payment instructions and the production and distribution of pay slips.
* Administration of monthly PAYE, NIC and pension contributions
* Annual returns to Inland Revenue and the TPA
* Liaison with the School’s Bankers re Deposits, Overdraft Facilities, servicing of loans, collection of fees by Direct Debit, automated payment of suppliers and control of day to day banking.
* Monthly reconciliation of Deposit and Current accounts
* Acting as School Correspondent with the DfES, DBS, Companies House, the Charities Commission and other similar bodies, and the compilation and submission of annual returns.

**FABRIC AND HEALTH & SAFETY**

* Management, under the direction of the Governors’ Fabric Committee as appropriate, of Property and Grounds maintenance.
* Supervision and direction of Grounds, Premises and Cleaning Staff.
* The maintenance and efficiency of installations and plant for electricity and gas supply.
* Overview of agreed Building Improvements
* Overview of New Capital Projects in consultation with the relevant professional advisers.
* The organization of tendering processes for the award of contracts for catering, cleaning, energy supply, telephone communications and capital construction or maintenance projects, and the regular monitoring and review of such contracts to ensure control and, where possible, savings on expenditure.
* The management of site services and building security
* Implementation and maintenance of Health & Safety Policies and procedures to ensure the well-being of staff, pupils and visitors and compliance with Health & Safety legislation, both on the School premises and in relation to Risk Assessments for school trips and outings
* The provision and maintenance of the School fire prevention, detection and escape systems
* Assuring the School’s compliance with all relevant Health & Safety and Disability Access legislation.
* The purchase, maintenance and insurance of school vehicles, including the organization of daily minibus runs.
* The loan and letting of School premises and facilities, including vehicles, to outside organizations, the drafting of letting agreements and the collection of fees.
* Liaison with Insurance Brokers to ensure adequate insurance cover for the School and its pupils, including indemnity insurance and insurance cover for special events.
* The management of all minibuses and fleet vehicles and maintaining list of pupils requesting bus service.

**STAFF AND ADMINISTRATION**

The maintenance and development of the school’s computerized (PASS) accounting and administration system.

* Liaison with the School’s legal advisers to ensure suitable contractual arrangements with parents and staff.
* Having responsibility for Safer Recruitment procedures and the maintenance of the Single Central Register.
* In consultation with the Headmaster, the engagement, management (including performance appraisal) and discipline of all non-teaching staff.
* The preparation and issue of Contracts of Employment for all staff.
* Advising the Headmaster and the Governors’ Remunerations Sub-Committee on pay review and other salary issues.
* Maintain list of pupils requesting bus service.

**OTHER MATTERS**

Attendance at all Full Staff Meetings and weekly Senior Management Meetings, in addition to attendance at termly Governors’ Meetings and Finance, Bursaries, Remunerations and Fabric Sub-Committee Meetings.

Attendance at relevant Courses, Seminars, Conferences and District Bursars Meetings to keep up to date with current legislation and practice.

Assisting the Headmaster and Deputy Head with the planning and staging of major school events.

**NB: All administrative staff have a responsibility for helping all administrative departments (School Office, Bursary, Flexiday, Library and Headmaster’s Office) to function smoothly and as a cohesive, friendly team.**