

WINDLESHAM HOUSE SCHOOL

JOB DESCRIPTION



Post: Finance Assistant
Department: Bursary
Prepared by: Bursar
Date Prepared: February 2020

1. Purpose:

The Bursary Team at Windlesham comprises the Bursar, the Compliance Officer, the Finance Officer and the HR Manager.

The Bursar, who reports to the Head on a day-to-day basis and directly to the Governors on legal matters, is responsible for all the non-academic areas of the school, including financial management and various other support functions. There are around 120 support staff in total, both full and part-time, covering areas such as the Headmasters' Office, the Bursary, Grounds, Property, Catering, Cleaning, Matrons and the Medical Centre.

The Bursar leads an experienced team of support managers, which comprises an HR Manager, Finance Officer, Estates Bursar, Property Manager and Grounds Manager. In addition, the Head Nurse and Head Matron also report to the Bursar on operational matters, although they also report directly to the Headmaster's Wife on welfare matters.

The Finance Officer and HR Manager provide support to the Bursar in all aspects of her role.

2. Duties and Responsibilities

This is a varied, general role and responsibilities include, but are not limited to:

- Prepare the monthly management accounts.
- Process monthly journals.
- Analysis and posting of daily bank transactions.
- Reconcile nominal ledger accounts.
- Complete the monthly bank reconciliation.
- Prepare daily banking.
- Manage monies received for trips and events.
- Control and operation of the purchase ledger, including processing all invoices and preparing the twice-monthly payment run.
- Analyse expense claims.
- Management of company credit card.
- Management of the company Amazon and eBay accounts.
- Stationery orders for staff and school shop.
- Administration and reconciliation of donations received.

- Gift aid claims.
- Production of invoices for lettings.
- Ad-hoc supplier payments.
- Create and process termly charge sheets.
- Assist with the production of the termly fee invoice run.
- Produce ad-hoc invoices and credit notes for sales ledger.
- Co-ordinate invoices and financial information for Short Stay students.
- Send invoices to parents and deal with queries.
- Sort and distribute daily post within the Bursary.

Hours of Work

The Bursary is staffed 5 days per week for 52 weeks per year and the office is open daily between the hours of 8.00 a.m. and 5.30 p.m. The Bursary works on some Saturdays and on special days where the Department's presence is either essential or desirable. Examples are the evening of the day the children return to school each term, New Children's day (summer term) and Open Day (last day of summer term). The Finance Assistant will work flexibly Monday to Friday (plus the additions referred to above) and do not less than 37½ hours per week excluding breaks.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection & Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead or to the Headmaster (if different).