

**Assistant Bursar**

**Job Description**

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| **Summary of the Role:**  **Job Title:** Assistant Bursar  **Location:** Lichfield Cathedral School sites.  **Reporting Line:** Bursar  **Salary:** In line with experience  **Role Summary**: To work closely with the Bursar to ensure the smooth day-to-day running of the Bursary, liaising with Staff and Parents. To maintain a large and complex sales ledger function  **Line Management Responsibility :** Accounts Assistant |
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**Duties will include:**

* Maintaining the large, and complex sales ledger, taking into account necessary information from departments (e.g. music lessons, school visits);
* Preparation, checking and issuing of termly accounts for each child;
* Acceptance of the record of all registration/future pupil advance fees and the creation of an account for all registrations;
* Maintenance of the record of all advance payments received at registration;
* Managing the accuracy, reconciliation and billing of additional charges such as music lessons and LAMDA lessons;
* Dealing with all queries from parents relating to fee invoices;
* Maintenance of a pupil database which includes all fees discounts, bursaries, scholarships and other remissions as well as recording every item of supplementary expenditure incurred for each child;
* Managing the School Bursary Scheme – obtain annual details of income from those parents in receipt of school bursaries
* Managing Governments Early Years Funding – ensure correct paperwork received in order to claim funding, prepare all returns to the County Council authorities in respect of the School’s claim. Record payments from the County Council regarding this scheme;
* Action applications for funding from alternative sources, e.g. CSA and other trusts
* Setting up the data for collection by external fee funding partners (SFP)
* Updating, preparation and dispatch of termly invoice to Chapter in respect of Chorister funding;
* Recording of all fee payments received, chasing further payments after 7 days and writing to late-paying parents on two further occasions before referring the matter to the Bursar;
* Receipt of all incoming payments, coding and allocation to relevant budgets;
* Annual reconciliation of advance payment account;
* Liaise between the Bursar, Solicitors and Debt Recovery Agents regarding bad debts;
* Management of the cash flow by scrutinizing balances, payments due and income anticipated, and making appropriate transfers;
* Preparation of forecast of income based on known numbers to facilitate Bursars preparation of the annual budget;
* Identification and posting of all necessary accruals and reserves;
* Checking all purchase ledger payments for approval by the Bursar
* Identification of all outstanding debtors at the end of each accounting period;
* Identification of all outstanding creditors at the end of each accounting period;
* Preparation of the trial balance each term;
* Update fees list for submission to parents on the basis of figures agreed by Governors;
* Maintenance of accounting system, carrying out yearly roll over and updates
* Preparation of print-outs of the teaching materials budget as required;
* Reconcile the petty cash account for Lichfield and Longdon sites;
* Liaise with School auditors and assist during annual audit;
* Assisting Bursar to facilitate the efficient exercise of their duties;
* To be aware of and work in accordance with the safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty;
* To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School’s Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);
* To maintain confidentiality of information acquired in the course of undertaking duties for the school;
* To undertake other duties appropriate to the post, as required.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification**

**Job Title: Assistant Bursar**

**Responsible to: Bursar**

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|  | **Essential** | **Desirable** | **How identified** |
| **Relevant Experience** | * Experience of working in an accounts office * Familiarity with sales ledger and of preparation of accounts to trial balance | * + Experience of working in an educational environment | * Application form and Interview |
| **Education and Training** | * Good standard of education * AAT or other relevant qualification | * Attainment of GCSE qualifications or equivalent to include Maths and English | * Application form and interview |
| **Special Knowledge and Skills** | * A good level of technical knowledge in ICT and a willingness to keep up to date with developments in Technology. * Keyboard skills * Sufficient experience of a multi stream sales ledger function | * Working knowledge of information systems including Microsoft package * Knowledge of WCBS   accounting packages | * Application form and interview |
| **Any Additional Factors** | * Self motivated * Excellent communication and presentation skills * Problem solving and organisation skills * Good analytical skills * Enjoy working with children/young people * Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people | * Experience of managing individuals | * + Interview and references |
| **Other** | * A commitment to equal opportunities * High level of personal and professional integrity * Ability to exercise discretion and confidentiality * Must hold a clear DBS |  | * Interview and References |