



ROSE HILL SCHOOL  
ROYAL TUNBRIDGE WELLS

## **JOB DESCRIPTION**

### **ASSISTANT BURSAR – FINANCE & ADMINISTRATION**

#### **School's Mission Statement**

To provide a quality all round education for all pupils; enabling them to reach their true potential. Within a secure environment, based on clear Christian principles, children are encouraged to meet new challenges with confidence.

#### **The Role**

The Assistant Bursar will be responsible for the effective execution of the financial activities of the school, including the Payroll and Purchase Ledger. Specific responsibilities include preparation and collection of school fees, credit control, salaries & pensions, purchasing, banking and cash flow. The school is also considering options for additional support to its Compliance and HR provision. Depending on the experience of the successful candidate, it may be an option to incorporate some of these elements into this role.

#### **Health & Safety**

The school has a comprehensive policy statement on health & safety. As Assistant Bursar you will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school's health & safety officer to enable them to fulfil their obligations.

#### **Line Management**

The Bursar is the line manager for the Assistant Bursar.

#### **Key Tasks**

The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

#### **Financial**

- Maintain and operate the schools financial systems (Sage 50 Accounts & Payroll). You will be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to develop those procedures as circumstances require.
- Prepare invoices and collection of fees using the Schools Management Information System (Engage).

- Assist with the preparation of the year end accounts, liaising with auditors as required to prepare Statements of Financial Activity (SOFA) in accordance with the Charity Commissions Statement of Recommended Practice (SORP).
- Operate a comprehensive payroll service for all school staff, including all calculations relating to Superannuation, PAYE and National Insurance.
- Produce monthly payslips and distribute.
- Administer all claims for extra payments and deductions including overtime and travel.
- Manage the School Fees Refund Scheme and Personal Accident Schemes.
- Ensure that VAT and other tax legislation is appropriately applied.
- Maintain the assets register.
- Be responsible for the collection and banking of payments into the school's account.
- To co-ordinate with Kent County Council, all aspects of funding for the Early Years setting. This will include completing returns and monitoring parental declarations.

### **Personnel**

- To assist the Bursar with the assessment of salaries and implement sickness, maternity and redundancy payments.
- To operate and liaise with the various pensions schemes (e.g. Teacher Pensions, Scottish Widows and any other third party providers) to which the staff belong.
- To assist the Bursar with auto enrolment to ensure eligible job holders are active members of an automatic enrolment pension scheme.
- Assist with the recruitment of non-teaching staff.

### **Administration**

- To support commercial activity, such as pricing analysis and financial evaluations of particular projects.
- Assist with the negotiation, management and monitoring of contracts, tenders, leases and agreements for support services.
- To assist with the evaluation of scholarship and bursary funds.
- To assist with the preparation of documentation required for the governors' Finance & General Purposes Committee meetings.
- Attend meetings of the Governors' committee if required.
- Assist the Bursar with the preparation and completion of statistical returns.
- To provide occasional assistance to support the school office during peak periods.

### **Other:**

Undertake any other work as reasonably requested by the Bursar or the Head.

Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.

All Rose Hill staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.

Staff are encouraged to submit ideas for whole school development each year.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Rose Hill School reserves the right to amend this Job

Description from time to time according to business needs. Any changes will be confirmed in writing.

## **PERSON SPECIFICATION**

The ideal candidate will be a qualified finance professional who will have strong technical and commercial capabilities, but also skills such as excellent communication, a natural enthusiasm and flexibility to engage across a broad variety of activities:

- AAT/ACA or equivalent qualification.
- Certificate or Diploma in School Business Management – desirable.
- Proven and successful background in all aspects of financial and management accounting.
- Excellent knowledge of financial and payroll systems.
- Excellent IT literacy including Sage and Excel.
- Awareness of Company and Charity law.
- Understanding of General Data Protection Regulations (GDPR).
- Self-starter with a high level of time management and planning skills.
- High level of honesty and integrity.
- Ability to reflect, review, learn and change if appropriate.
- Strong intellect coupled with a sense of humour.

## **OUTLINE TERMS AND CONDITIONS**

Salary will be dependent on qualifications and experience, but is likely to be in the region of £24,000 for the hours worked.

The post is a part-time position for 3 days per week. The preferred hours of work are Tuesday, Wednesday and Thursday – 9.00am to 5.00pm. This position is throughout the year (including school holiday periods) with a pro-rata of the full time equivalent of 30 days holiday a year, plus statutory bank holidays. The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute. Generous school fee concessions are available to those staff children who are educated at the school, up to the normal leaving age. A free lunch is provided during term time.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references, medical clearance and proof of legal right to work in the UK.