



COURAGEOUS COMMITTED CARING DAIR HOUSE SCHOOL

Headteacher Mrs J. Bull, B.Mus (Hons), M.Mus, P.G.C.E

Job Description

Job Title- Finance Bursar

Line Manager- Headteacher

Contract Type- All year round, 7 weeks paid holiday to be taken during school holidays

Hours- 35 hours per week, flexible across four to five days (hybrid working available)

Salary – Competitive depending on experience

The School

Dair House is an independent, preparatory, co-educational, day school for children from rising 3s to 11 years old. It is the smallest independent school in the area with 121 pupils currently. We take great pride in providing a caring and supportive educational environment for our children and an extremely courteous welcome for all parents.

The ISI Education Quality Inspection in November 2019 rated Dair House as “excellent” in all areas and commented on the welcoming atmosphere of the school.

Dair House was founded in Farnham Common in 1932 and is a not-for-profit educational charitable trust with a non-paid board of governors.

The Administrative Team

The Administrative team will consist of the Bursar, the Compliance Officer, the Admissions and Marketing Officer and the School Receptionist. This is a tight knit team which supports each other to ensure the smooth running of the School meaning that at busy times the whole administrative team will be expected to offer help and support.

The Job

The Bursar will be responsible to the Headteacher and accountable to the Governing Body for ensuring the accuracy of the school accounts and provide meaningful financial reporting to enable affordable management decisions.

Responsibilities

- Advise and implement financial policy within the school.
- Monitor income and expenditure in relation to budget.
- Manage the accounts of the school and submit Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Prepare and manage cash flow projections for the current and future years.
- Ensure payment of salaries, including PAYE, Superannuation/Pension and National Insurance Contributions and compliance with regulations for benefits in kind.
- Manage pension schemes for teaching and non-teaching staff. Approve purchase orders and scrutinise, approve and make payment of all invoices.

Independent School for Boys & Girls Aged 3-11

 +44 (0)1753 643964

 www.dairhouseschool.co.uk

 schooloffice@dairhouse.school

- Update and maintain Sage 50.
- Make payments using online banking and reconcile bank statements.
- Manage special appeals for projects.
- Analyse costs and other statistical records.
- Forecast the future performance of the School.
- Lead financial appraisals of specific projects.
- Lead and advise on the financial and tax implications of the Charitable Status of the School.
- Provide annual budgets for income and expenditure for approval by the governing finance committee.
- Prepare termly management accounts and cash flow statements for the Governing Finance Committee.
- Review data from other schools on annual fee increases and prepare comparisons for Finance Committee. Draft annual letter to parents from Chair of Governors.
- Liaise with Auditors and provide all necessary documents.
- Liaise with Auditors regarding Annual Returns for Companies House
- Submit online to Companies House any additional changes (ie changes in Directors etc).
- Submit online annual Charities Commission Returns
- Oversee the annual Census Returns for ISC, DFE and Bucks EYFS
- Attend Governors' Finance Committee meetings and submit finance report each term prior to the Board of Governors' Meetings.
- Monitor contracts with leasing companies with regards to IT and Photocopiers
- Keep abreast of changing regulations set by the Government, DFE, ISC and other financial institutions.
- Advise on investments in consultation with the Governor's Finance Committee
- Administer Bursary/Discount Awards

Person Specification

- Qualified Accountant (ACA, ACCA, CIMA) or qualified by experience.
- Experience of working within a school finance function.
- Always works with total integrity.
- Confident user of Sage 50 and Excel.
- Positive personality with a "can do" attitude.
- A true desire to work in a small school environment.
- Flexible and adaptable.
- Strong team player with a friendly, collaborative approach.
- Experience of working in a small company environment, not necessarily a school.
- Willing to do all accounting duties from data input right up to financial reporting, budgeting and forecasting.
- Able to work independently and manage own time effectively.
- Sense of humour.

Independent School for Boys & Girls Aged 3-11

 +44 (0)1753 643964

 www.dairhouseschool.co.uk

 schooloffice@dairhouse.school

We are looking for someone who will rapidly develop a passion, pride and love for every aspect of Dair House School.

The successful candidate will carry out duties as the Head or Governors may from time to time determine fall within the remit of the post; and to attend courses as required.

All Dair House School staff have responsibility for promoting and safeguarding the welfare of our children. Offers are subject to enhanced DBS and other pre-employment checks.

Independent School for Boys & Girls Aged 3-11



 +44 (0)1753 643964

 www.dairhouseschool.co.uk

 schooloffice@dairhouse.school