



JOB DESCRIPTION BURSAR

Job Element	Detail
Job Title	Bursar
Reporting To	Managing Director, Oxford Schools & Colleges Division & The College Principal
Department/Location	Oxford International College, 1 London Place, Oxford OX4 1BD

Duties & Responsibilities	<p>To manage the OIC College Bursary as well as the OXSS and OSA Finance Departments:</p> <ul style="list-style-type: none"> • Working closely with the heads of Oxford International College (Principal and MD), Oxford Science Studies (Director) and Oxford Summer Academy (Director). • Managing and developing the finance teams across three divisions. • Preparing the budgets and forecasts for the three divisions. • Ensuring the timely, accurate and smooth delivery of finance information. • Leading the year end audits and liaising with external stakeholders. • Providing the end of year financial statements in a timely and accurate manner.
	<ul style="list-style-type: none"> • Providing accurate forecasts as required. • Working with the school auditors to meet their requests and provide up-to-date and clear accounts. • Making timely tutor and staff payments which differ from month to month, but not operating payroll. • Be the lead in year end-audit and liaising with external stakeholders. • Issuing, managing, tracking and administering sales invoices, payments, staff expenses, petty cash, and bank accounts, using SAGE Accounts
Hours of Work	<p>37.5 hours per week. Exact hours to be discussed with candidate (for info: most staff work from 9.00 am until 5.30 pm with an hour for lunch).</p>

Skills and Experience:	<ul style="list-style-type: none"> • Accounting qualifications, such as ACCA and CIMA. • Experience working as a Bursar, Assistant Bursar or as an Accountant (School, college or educational institution experience advantageous). • Excellent level of spoken and written English. • Outstanding management skills so as to lead, support, motivate and develop the financial staff of three divisions. • A commitment to colleagues and to building positive, professional and supportive relationships at work. • Excellent customer/client service skills. • Self-motivated, ambitious, good at planning, problem-solving. • Passionate about driving continuous improvement and adding value. • To be courteous and welcoming and enjoy working as part of a team as well as capable of working alone. • A good eye for detail. • An ability to understand and use Sage 50 Accounts and Excel as well as a general good IT knowledge. • An ability to bring tasks to completion.
Key Competencies	<ul style="list-style-type: none"> • Warm, friendly and welcoming personality. • Good personal presentation. • Outstanding communication skills - written and spoken. • Ability to plan and organise impeccably. • Ability to prioritise conflicting demands. • Good problem-solving skills. • Ability to gather and organise information. • Meticulous attention to detail and accuracy. • Flexibility. • Adaptability.
	<ul style="list-style-type: none"> • Positivity. • Good team working skills. • Outstanding customer service. • Empathy with young people.
Critical Success Factors	<ul style="list-style-type: none"> • Meeting deadlines to the full satisfaction of the Senior Leadership Team, Senior Management Team and all College Staff, Students, Agents and Visitors • Positive feedback from all College members with regard to efficient running of the bursary.

Guiding Principles	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
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Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.