



**ROSE HILL SCHOOL**  
ROYAL TUNBRIDGE WELLS

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

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

A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring School.

### **Aims:**

Working with integrity your child will:

- Be inspired to develop confidence to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to organise their learning and plan to achieve success.
- Demonstrate persistence to flourish in the face of challenge.
- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

### **PURPOSE OF THE JOB**

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.

<b>TITLE OF POST</b>	ASSISTANT BURSAR – FINANCE & ADMINISTRATION
<b>Salary</b>	Salary will be dependent on qualifications and experience
<b>Line Management</b>	The Bursar is the line manager for the Assistant Bursar
<b>Key Tasks</b>	The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role.
<b>Main duties and responsibilities</b>	
<b>Financial</b>	<ul style="list-style-type: none"><li>• Maintain and operate the School's financial systems (Sage 50 Accounts &amp; Payroll).</li><li>• 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.</li><li>• Prepare invoices and collection of fees using the School's Management Information System (Engage).</li><li>• Maintain and develop the School fee direct debit collection systems.</li><li>• Ensure all ordering is undertaken within set budgets and that best</li></ul>

	<p>value is obtained. Consider the use of a purchase order system and centralized purchasing.</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Operate a comprehensive payroll service for all School staff, including all calculations relating to Superannuation, PAYE and National Insurance.</li> <li>• Administer claims for extra payments and deductions including overtime and travel.</li> <li>• Produce monthly pay slips and distribute.</li> <li>• Manage the School Fees Refund Scheme and Personal Accident Schemes.</li> <li>• Ensure that VAT and other tax legislation is appropriately applied.</li> <li>• Maintain the assets register.</li> <li>• Be responsible for the collection and banking of payments into the School's account.</li> <li>• 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.</li> </ul>
<b>Health &amp; Safety</b>	<p>The School has a comprehensive policy statement on health &amp; 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 &amp; safety officer to enable them to fulfil their obligations.</p>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• To assist the Bursar with the assessment of salaries and implement sickness, maternity and redundancy payments.</li> <li>• 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.</li> <li>• To assist the Bursar with auto enrolment to ensure eligible job holders are active members of an automatic enrolment pension scheme.</li> <li>• Assist with the recruitment of non-teaching staff.</li> <li>• Assist with the administration when recruiting staff, including employment contracts and probation letters.</li> <li>• Maintain staff personnel files (hardcopy).</li> <li>• Maintain good staff absence records and keep other staff informed of relevant absences.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To support commercial activity, such as pricing analysis and financial evaluations of particular projects.</li> <li>• Assist with the negotiation, management and monitoring of contracts, tenders, leases and agreements for support services.</li> <li>• To assist with the evaluation of scholarship and bursary funds.</li> <li>• To assist with the preparation of documentation required for the governors' Finance &amp; General Purposes Committee meetings.</li> <li>• Attend meetings of the Governors' committee if required.</li> <li>• Attend and minute Governor meetings particularly F&amp;GP and Council meetings.</li> <li>• Assist the Bursar with the preparation and completion of statistical returns.</li> <li>• To provide occasional assistance to support the School office during peak periods.</li> </ul>

<p><b>Other</b></p>	<p>Oversee the running of the estate including line managing staff in the Grounds and Maintenance department. Administration of School lettings.</p> <p>Undertake any other work as reasonably requested by the Bursar or the Head.</p> <p>Be familiar with the School's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, attend all safeguarding training.</p> <p>All Rose Hill School 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.</p> <p>Staff are encouraged to submit ideas for whole School development each year.</p>
<p><b>PERSONAL SPECIFICATION</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• AAT/ACA or equivalent qualification.</li> <li>• Certificate or Diploma in School Business Management – desirable.</li> <li>• Proven and successful background in all aspects of financial and management accounting.</li> <li>• Excellent knowledge of financial and payroll systems.</li> <li>• Excellent IT literacy including Sage and Excel.</li> <li>• Awareness of Company and Charity law.</li> <li>• Understanding of General Data Protection Regulations (GDPR).</li> <li>• Self-starter with a high level of time management and planning skills.</li> <li>• High level of honesty and integrity.</li> <li>• Ability to reflect, review, learn and change if appropriate.</li> <li>• Strong intellect coupled with a sense of humour.</li> </ul>
<p><b>OUTLINE TERMS AND CONDITIONS</b></p>	<p>The post is a full- time position for 5 days per week, 9.00am to 5.30pm. This position is throughout the year (including school holiday periods) with 30 days holiday a year, plus statutory bank holidays.</p> <p>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.</p> <p>Generous School fee concessions are available to those staff children who are educated at the School, up to the normal leaving age.</p> <p>A free lunch is provided during term time.</p>

**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 Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, 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 one of the School's Designated Safeguarding Leads or to the Head.

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.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience. 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.