



The Holy Trinity Church of England Secondary School

Bursar Job Description

Salary: West Sussex Grade 8 + Crawley Fringe Allowance

Hours: Full Time Term Time Only plus 1 week – 37 hours per week

Position Level Finance 4b Grade 8 SCH56b

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	<ul style="list-style-type: none">• Business Manager
Purpose:	To manage the school's finance systems and finance team, supporting the Business Manager and other senior leaders by providing a comprehensive and effective financial support service that provides assurance in the school's financial systems.
General:	To share in the corporate responsibility for the well being and education of the students attending the school.
Key Accountabilities:	<ul style="list-style-type: none">• Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school including orders, invoicing, payments, banking and cash and accounting entries• Work with the Business Manager and Headteacher to prepare the annual budget and undertake financial planning and reporting to enable regular reports for the Governing Body and Senior Leadership Team• Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team• Manage the school's financial management systems

	<ul style="list-style-type: none"> • Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision making • Responsible for producing annual and statutory returns and management of the End of Financial Year processes • Manage procurement within the school, including management of contracts and service level agreements, to ensure compliance to contractual conditions • Monitor all budgets, prepare regular management reports, undertake variance analyses and provide advice on options to ensure compliance with agreed budgets • Manage VAT issues and liabilities • Manage the School Fund and Governors Fund and prepare accounts for external Independent Examination • Liaise with HR in relation to payroll issues • Line manage the finance team • Other tasks as required by Business Manager
Generic Duties	<ul style="list-style-type: none"> • To deputise in the absence of other staff as required
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the administration team</p> <p>Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

PERSON SPECIFICATION		
	Essential	Desirable
Willing to submit to a DBS Check	✓	
Good knowledge of Word and Excel and other office programs	✓	
Knowledge of SIMS including FMS (training will be provided)	✓	
Knowledge of Tucasi SCO (training will be provided)	✓	
Good keyboard skills	✓	
Confident and courteous telephone manner	✓	
Efficient, organised, accurate and precise	✓	
Ability to keep calm and focused in pressurised situations	✓	
Diplomatic, discerning and able to deal with confidential information	✓	
Good relationship with children and adults	✓	
Enthusiastic	✓	
Uses own initiative	✓	
Independent thinker	✓	
Problem-solver with a "can do" approach	✓	
Strong 'customer service' ethic	✓	
Team player	✓	
Flexible	✓	
Representative of the school's ethos and core values	✓	
Supervisory skills	✓	
Experience of working in a finance role	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in English	✓	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Mathematics	✓	
Previous education experience		✓
Possess or be working towards a CSBM qualification or have equivalent working experience. Alternatively, be working at or towards national occupational standards in accountancy and finance equivalent to current national qualifications Level 4 or equivalent level of experience reflecting the same level of work.	✓	