



**T H E   H I G H   S C H O O L**  
*o f   G l a s g o w*

**Assistant Bursar - Finance**  
**Application Pack**

## Assistant Bursar - Finance

### Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

**Job Title** - Assistant Bursar - Finance

**Department** - Finance

**Reports To** - Bursar

**Reporting to Job Holder** - Fees and Payroll Officer / Purchase and Ledger Clerk / Senior School Cashier

**Location** - Senior School

### Overall Purpose of the Job

To lead, manage and be accountable for the finance function through the provision of professional and effective financial management and administration.

## Principal Accountabilities of the Job

### Main Duties

1. To deputise for the Bursar in all financial matters with both the Senior Leadership Team and the Board.
2. To prepare the draft Annual Budget for review by and discussion with the Bursar.
3. To prepare budget reforecasts as required.
4. To provide financial modelling input to assist with decision making.
5. To proactively manage the finances of the School and ensure compliance with all relevant accounting standards and applicable bodies, including the HMRC and OSCR.
6. To be the first point of contact for Heads of Department and other budget holders regarding their departmental finances.
7. To oversee the annual Bursary process and applications and prepare preliminary reports for the Bursary Award Committee.
8. To ensure that the accounting function of the School is up to date and best practice is employed at all time and to be proactive in this area.
9. To manage the accounting functions to ensure that all processes and procedures are reviewed and working efficiently.
10. To ensure reliable management information is provided and all deadlines are met timeously.
11. To prepare cash flow forecasts on a monthly basis for presentation purposes to the Finance Committee.
12. To oversee the maintenance of the General Ledger through PASS, in all its aspects, up to the completion stage.
13. To prepare quarterly management accounts for discussion with the Bursar through PASS, that comply fully with the current SORP requirements and fully manage the Year End process and Audit requirements.
14. To have oversight of the financial management and administration requirements of both the Educational Trust and the HSOG Club.
15. To carry out any other ad hoc duties relating to the Finances of the School as required by the Bursar or the Rector, and liaise with school families as appropriate.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

## Person Specification

### Qualifications - Essential

Essential
Qualified Accountant

### Experience / Skills / Qualities - Essential / Desirable

Essential
Good all-round accounts knowledge including experience of preparing management accounts.
Experience of having line management responsibilities for a team, or can demonstrate capacity to do so.
Versatility to 'flex' between high-level strategic thinking and day-to-day operational tasks
Ability to form relationships and communicate with staff, stakeholders, and the wider community at all levels.
Seeing tasks through from start to finish and following up to ensure such tasks are completed efficiently and in a timely manner.
Having initiative and being self-motivated and diligent to accomplish tasks unsupervised.
Excellent IT skills including experience of using Microsoft Excel at an advanced level.
Having the ability to problem solve effectively through asking appropriate questions and acting accordingly.
Highly skilled in numeracy and focused on working efficiently, with an emphasis on attention to detail and accuracy.
Excellent decision making skills, and confident in making good judgments.
Able to work well independently and also in a team, delegating appropriately as required.
Excellent planning and organising skills, including the ability to work to deadline.
Experience of dealing with confidential and sensitive information.
Desirable
Experience of working in an educational establishment.

## Additional Comment

This document will be reviewed:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

The High School is committed to safeguarding and promoting the welfare of children. Applicants and job holders must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post.