Bursar and Clerk to the Board
Based at NMS Head Office – start date January 2018 (or sooner by arrangement)

Reporting to: NMS Chief Executive Officer (CEO)
Responsible for: Assistant Accountant
Operating in conjunction with: the Operations and Projects Manager (currently Health and Safety manager) and other Head Office staff

Areas of responsibility:
- Finance
- Banking and Treasury
- Insurance
- Facilities, Property leases and capital projects
- Health and Safety
- Operational Compliance incl. Data Protection
- School Support
- Disaster Recovery and Critical Incidents
- ICT and Data Administration
- Clerk to the Board duties

Purpose:

The primary purpose of the role is to provide strong financial and operational leadership, ensuring the good delivery of a range of services, with the assistance of Head Office staff.

Responsibilities:

Finance
To manage the finances of the organisation by:
- Understanding the business and its dynamics
- In conjunction with the CEO, preparing annual budgets
- Maintaining appropriate accounting records
- Monitoring and controlling expenditure in relation to budgets
- Supporting the CEO with the financial management of the organisation
- Managing the Assistant Accountant and ensuring the timely and accurate payments of suppliers, and issuing of termly invoices for fees.
- Overseeing the credit collection process
- Producing periodic management reports

Banking and Treasury
- Authorise payments to suppliers using online banking and/or cheques
- Manage cashflow and bank balances so as to optimise risk/reward ratios
Insurance
- Undertake an annual review of cover and optimise risks/premiums ratios
- Manage the ongoing broker relationship and mid-year changes to insurance

Facilities, Property leases and capital projects
- Manage resources so as to ensure regular or, when required, urgent, maintenance
- In conjunction with the CEO, plan and then execute property strategies
- Supervise or manage property projects

Health and Safety:
In conjunction with the Operations and Projects manager who currently acts as Health and Safety manager:
- liaise with external advisors and Heads
- coordinate Health and Safety in all places where healthy safety considerations apply

Operational Compliance and Data Protection
- To ensure operational compliance with DfE regulations and ISI requirements
- To ensure compliance with Data Protection legislation as Data Protection Officer
- To review and update relevant policies and procedures in line with regulations and best practice

School Support
- Provide informational or other support to Heads of the schools

Disaster Recovery and Critical Incidents
- In conjunction with the CEO, prepare recovery strategies for each location occupied by NMS
- Provide policies and procedures outlining responsibilities and actions to be taken where and whenever required
- Draw up action plans and arrange for the testing of these
- Provide training to staff on their roles and responsibilities

ICT and Data Administration
- To manage the relationship between NMS and the outsourced IT provider
- To monitor the purchase of IT software and hardware and the asset register
- In conjunction with the Operations and Projects manager, manage website development
- To lead ICT projects and initiatives such as choosing, planning for and rolling out a School Information Management System (SIMS) in 2019
- Ensure good data is collected and reported across NMS

Clerk to the Board
- To draft agendas, papers and minutes for the Board and its committees.
- To ensure that the Board are kept regularly informed of developments

Team management and other responsibilities
- To lead by example as a senior member of staff
- To meet with direct line reports on a regular basis, setting and reviewing targets and carrying out annual performance reviews
- To liaise as required regarding any sickness, performance or other issues, in liaison with the HR Manager
- To contribute positively to the overall ethos, work and aims of NMS
- To establish constructive relationships with Head Teachers, other colleagues, and external stakeholders
- Participate in training/learning activities as required to fulfil responsibilities
- Use personal strengths and expertise to advise/support others

Child Protection
- Undertake Child Protection training as instructed
Bursar - Person Specification

- Qualified Accountant or similar accepted training/qualification
- Effective senior leader
- Experience of working in a similar role would be an advantage
- Strong communication skills
- Effective understanding of ICT systems/packages, particularly Sage, Excel and SIMS
- Experienced project manager
- Strong planning and organisational skills
- Ability to use initiative to improve systems and interpret and analyse data
- Efficient worker, with an analytical approach
- Ability to work constructively as part of a small team
- Willingness to undergo training as directed