

**Ripplevale School**

**Assistant Bursar**

**Job Description**

**Name of Post Holder:**

**Post Purpose:** To take a lead in ensuring the smooth day-to-day running of the finance function and support the Bursar in accurate financial management and reporting using the appropriate accounting software and associated applications. To assist the Bursar in driving forward the modernisation and digitalisation of the financial management systems with reference to the Cavendish’ finance manuals.

**Responsible to:** Bursar

**Responsible for:** None

**Liaising with:** Senior Leadership Team, Senior Administrator

**Working time:** Monday to Friday – 37.5 hours per week

**Main Responsibilities and role:**

* To provide high quality financial administrative support to the Finance Department under the direction of the Bursar for Kent.
* To be responsible for accurate data input and analysis using Xero accounting software and other commercial systems.
* Prepare the monthly management reports (MMRs), including the profit and loss account, balance sheet, analytical commentary, monthly and quarterly forecast and any other information relevant.
* Prepare the month-end general ledger reconciliations.
* Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues in a timely manner.
* Process invoices for termly fees, liaising with Local authorities on accounts receivable process, including the raising of termly fee invoices, review and collection of outstanding debts in accordance with credit control policy.
* Maintain a detailed record of all non-invoiced income and expenditure, including grants and school trip money using the financial systems in use.
* Assist with the receipting of monies brought into the finance department and process for weekly banking. Petty cash administration, management and reconciliation
* Co-ordinate, monitor and process expenses from School credit cards and reconcile credit card statements.
* Collaborate with the student admissions team on student numbers, and update the student fees schedule with students in the school and their school fees.
* To be responsible for accuracy and completeness of fixed assets register, accrued expenses, prepayment and all general ledger accounts.
* Liaise and cooperate with both finance and non-finance staff in meeting daily objectives for effective running of the school.
* Produce timely statutory and internal financial reports, together with the corresponding audit schedules and liaison with auditors as required.
* To undertake any other duties which are reasonably assigned to you commensurate with the level of the post.

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| * Assist with the processing of invoices within the terms stated by the supplier. Ensuring the invoices are checked against purchase order and goods received notes, ensuring appropriate authorisation and payment in accordance with the agreed procedures and timescales. * Deal with queries from suppliers, customers and other parties as is necessary, in a professional and efficient manner |

**Mentoring, Training and Development**

* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
* Participate in supervision meetings
* Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
* Participate in and provide staff training within areas of responsibility and experience.

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| Other   * Any other duties required by the Bursar or Senior Leadership Team that fall within the responsibilities of the post. * At all times carry out duties with due regard to the school’s Health and Safety Policy. * To work within and encourage the school’s Equal Opportunities Policy and contribute to diversity policies. * Be aware of and comply with the procedures relating to safeguarding, learner protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; * Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. |

* Set a good example in terms of dress, punctuality and attendance;
* Uphold the School’s behaviour code and uniform regulations;
* When required to provide management support to the school, outside of term time, in order to enable the achievement of the School development plan aims, objectives and targets

**Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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| Signed | Name | Designation | Date |
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|  | Jane Norris | Headteacher |  |