



Position: School Bursar

Grade: Kent Range 8

Responsible to: Headteacher

Purpose of the Job:

To manage the school's finance systems.

Key duties and responsibilities:

1. Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and orders, invoicing, banking and cash and accounting entries).
2. Work with the Headteacher / senior staff to prepare the annual budgets and undertake financial planning.
3. Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team.
4. Manage the financial management system.
5. Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making.
6. Responsible for producing annual and statutory returns.
7. Manage procurement within the school, including contract management and compliance to contractual conditions.
8. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends.

Individuals in this role may also undertake some or all of the following:

1. Assist with funding/grant submissions.
2. Manage stocks of supplies and consumables.
3. Deal with VAT returns and liabilities.
4. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1s



Person Specification: School Bursar (Finance Level 4)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Level 3 Diploma (or equivalent) with accountancy and finance and knowledge / skills.
EXPERIENCE	<ul style="list-style-type: none"> Significant experience of working in a school finance role.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff. Keyboard skills applied with precision and speed. Must be computer literate and have previous experience of working within financial regulations. Ability to prioritise own workloads and to work to deadlines is essential.
KNOWLEDGE	<ul style="list-style-type: none"> Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. Must be aware of KCC Financial Regulations and understand other relevant school policies. Knowledge of the School's Record Retention Policy and freedom of information protocols or awareness of the requirement for this policy and protocol. Knowledge of a range of IT systems, including FMS6 and the Schools Budget Planning Software. Knowledge of computerised and manual filing systems. Awareness of Data Protection and confidentiality issues. Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.