#

# Fleetdown Primary School

**Bursar Job Description**

**Title:** Bursar

**Salary:** L8-9 (dependent upon experience)

**Hours:**

To work under the direction and guidance of the Headteacher, PA to the Headteacher and Governors. To carry out a wide range of tasks efficiently. To be part of a team that operates an efficient, friendly and welcoming office. To work to the highest possible standard at all times.

# Duties and responsibilities will include:

* In consultation with Headteacher and governing body, work with the Headteacher’s PA to prepare the school’s annual budget and review and update as necessary
* Monitor income and expenditure in relation to the school’s budget, and produce monthly budget monitor reports for the Headteacher and governing body
* Maintain all school accounts and prepare income and expenditure reports in accordance with DFE financial regulations, and undertake end of year procedures and prepare accounts for submission to the school’s auditors
* Work with the Headteacher’s PA to co-ordinate audits, as required, liaising with all parties involved
* Maintain and oversee all bank accounts including the school’s credit card/s, and School fund account completing monthly reconciliations and reporting any banking errors to the Headteacher
* Ensure that the school’s financial procedures manual is reviewed and updated as necessary and that the School’s Financial Value Standard is maintained as per DFE requirements
* Be conversant with the general principle of taxation applicable to the school and the financial implications of charitable status
* Ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required
* Be responsible for all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
* Monitor the payment of salaries by the school’s payroll provider, liaising as required.
* Scrutinise, in conjunction with the nominated staff members, and attend to the payment of all invoices and statements of account
* Be responsible for the issue of school invoices following up their prompt payment
* Ensure that required financial back-ups are carried out and kept securely
* Negotiate school contracts ensuring best value for money and equipment/supplies.
* Liaise with the Local Authority in matters that are landlord responsibility
* Implement the school’s letting policy and negotiate best possible fees with hirers in order to generate maximum income for the school and ensure that school security requirements are met. Preparation of time sheets and other salary related end of month paperwork
* To manage the School Voluntary Fund advising the Headteacher of levels of funds and expenditure on request and ensuring accounts are sent for an annual audit
* Oversee the banking of appropriate monies on a regular basis
* Overseeing bank accounts and countersigning cheques
* To manage the arrangements of school trips including payment of invoices
* To manage the ordering and selling of school uniform
* To manage the checking and distribution of all orders
* To complete FMSiS
* To file invoices and related documents
* To be actively involved in budget setting and budget monitoring
* To be responsible for the planning and monitoring of the Capital budget
* To report to the FGB 6x a year and compile summary financial reports
* To update the Pay policy on an annual basis

## Administrative

* Undertake responsibility for all necessary administration relating to all areas within post holder’s remit including maintaining all administrative records on SIMS to ensure current and up to date information on staff is accessible and accurate.
* Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines
* Collate information, statistics and prepare reports as required by Headteacher and the governing body
* Undertake responsibility for ensuring that all manual and computerised records and filing systems relating to all areas within post holder’s remit are maintained as required
* Deal with correspondence promptly and as required
* Support other office staff with administrative duties as required
* Cover for office absence as required
* Liaising with catering contractors and staff
* Ensuring dinner registers are set up for September and completed correctly daily.
* Managing free school meals up take ensuring SIMS is updated.
* Managing the daily booking of required number of meals.
* Line Manage the Office Manager
* Meet with the Site Manager on a monthly basis to discuss contracts, the school premises development plan to ensure value for money

**School Buildings**

• Maintenance of school buildings. Preparation of maintenance schedules and keeping of records.

• Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out.

• Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates. Promotion of energy conservation.

• Ensuring that catering areas meet the requirements for hygiene and food safety.

• Managing the maintenance of the lighting and ventilation in all school buildings.

• Drawing up outline specifications for building improvements, obtaining tenders, planning permission, liaising with school architects and builders.

* Chairing Health and Safety Committee Meetings and setting appropriate Agendas.

**School Grounds**

 • Upkeep of playing fields, gardens and play areas.

• Maintenance of boundaries and fences.

 • Ensuring correct storage of outdoor equipment.

## General

* Attend school events/training as required
* Keep up to date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues
* Seek, consider, and act upon professional support and advice as required
* Ensure compliance within the school of data protection regulations
* Ensure all outstanding monies including clubs and dinner money are chased

**Person Specification**

Overall the Bursar would ideally have:

* Excellent ICT skills
* Business or administrative experience
* Ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries
* Knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts
* Knowledge of procedures at meetings – notices, agenda, minutes, conduct of meetings and secretarial practice
* Some knowledge of the law and practice relating to Income Tax, PAYE and VAT
* Working knowledge of the law with regard to employment legislation, commercial law covering such matters as contracts, copyright and data protection
* Knowledge of methods of purchasing; - knowledge of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings
* Accountancy qualifications would be desirable

Signed……………………………………………………….Date……………………………