



## JOB DESCRIPTION

Post                      Bursar

Responsible to            Headteacher

Grade                      Kent Range 6

### PURPOSE OF POST:

- Responsible for the day to day management and monitoring of the school's budget and financial systems in accordance with KCC Financial Regulations.
- To provide timely and accurate information to the Headteacher and Governing Body as required.

### MAIN ACTIVITIES AND RESPONSIBILITIES:

1. Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money. Manage staffing salaries and payments as required.
2. Develop and maintain systems and procedures to ensure information and transactions comply with school, LA and audit requirements.
3. Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Headteacher, Governing Body and Budget Holders have accurate and timely information on school finances.
4. Managing all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy, KCC policy and legal requirements.
5. Maintain the school's Single Central Record.
6. Manage the procurement process, including securing appropriate service contracts, licences and insurance
7. Assist the Headteacher in preparation of the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
8. Manage the School Fund within school and LA requirements to ensure that the school receives best value for money and all KCC audit requirements are met.
9. Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met.
10. Assist the Headteacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.
11. Develop and maintain systems and procedures to incorporate new financial initiatives to ensure that the school is able to make best use of additional monies.
12. Take on front office receptionist duties in the absence of the receptionist.

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

1. Assist with funding/grant submissions
2. Deal with VAT returns and liabilities
3. 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.*

**ALL STAFF ARE EXPECTED TO:**

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

*Footnote:*

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