

# Brunswick House Primary School

## Job Description: School Bursar

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**Grade:** Kent Range 8

**Responsible to:** Headteacher

### **Purpose of the Job:**

To manage the school's finance systems and line manage a school team.

### **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), preparing, implementing and reconciling all financial transactions relating to the school's income and expenditure, to ensure compliance with legal requirements and KCC Financial Regulations.
2. Work with the Head teacher / senior staff to prepare the annual budgets and undertake financial planning, formatting salary proposals in line with the School Development Plan for the Finance and Resources committee in order to co-ordinate an annual budget of income and expenditure at the school.
3. Maintain and monitor all budgets and presenting regular management reports to ensure efficient and effective control of income and expenditure.
4. Prepare and implement business plans to ensure strategic development of the school to a high standard, measurable by internal and external criteria.
5. Ensure that the school complies with all statutory requirements (including transactions) from the DfE, KCC, Governing Body and other audit based agencies, providing advice on these to other staff and the senior leadership team where necessary.
6. Negotiate contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times.
7. Assist with personnel-related 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.
8. Managing the School and Voluntary Fund within school and LA requirements to ensure that the school receives best value for money.
9. Manage stocks of supplies and consumables and monitor the spend on these.
10. Complete VAT returns and liabilities.
11. Manage the financial management system, undertaking financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making and to keep governors fully informed.
12. Produce annual and statutory returns.
13. Manage procurement within the school, including contract management and compliance to contractual conditions.
14. Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends.
15. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships, grant submissions).
16. Be responsible for Health and Safety issues within the school and how they impact on pupils, staff and visitors to the school.
17. Work in liaison with the school's Office manager to ensure that all staff movements are accounted for i.e. starters/leavers/maternity/absence updating payroll records accordingly.
18. Assist the Headteacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.

19. Develop and maintain systems and procedures to incorporate new financial initiatives e.g. booster classes to ensure that the school is able to make best use of additional monies.
20. Conduct appraisals for agreed support staff group, identifying and recommending developmental training to ensure that an efficient and effective service is provided to support staff, pupils, parents and Governors.
21. Support the Headteacher in a consultative and administrative capacity in matters of Finance and school administration to provide an objective and informed view to aid decision making.

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

1. Assist with funding/grant submissions.
2. Oversee the letting of the school premises and, where necessary follow up and solve problems on behalf of the school and its clients, in order to capitalise on the school's property assets and generate additional income.
3. Maintain the school's asset register
4. Manage stocks of supplies and consumables.
5. Deal with VAT returns and liabilities.
6. 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.

**September 2020**

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## Person Specification: Bursar (KR8)

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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.

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