

## Job Description

### Finance Bursar

#### *Organisational information*

- Responsible to:
  - School Principal
  - School Head
- Functional links to:
  - Chief Financial Officer
  - Finance Director - Schools

#### *Main purpose*

- Provide effective management of the day-to-day operation of the financial systems at the School
- Management of other Finance staff (as appropriate) at the School

#### *Responsibilities/ Accountabilities*

- Production of monthly management accounts and reports for the School on a timely basis
- Business Partner for School Principal
- Ensure school budgets are met
- Create and maintain sound financial systems and processes across the School. Liaise with other Schools to ensure consistency in approach
- Managing members of staff locally
- Be/become an expert user in Xero
- Preparation of information for annual accounts and audit file

#### *Job activities*

- Review/Supervise/Direct work done by others in Finance Team locally
- Prepare monthly management accounts for the School. This will include but will not be limited to:
  - Preparing and posting payroll journals
  - Reviewing income raised and commissions paid in month and creating the appropriate posting to recognise income and expenditure in the correct periods
  - Reviewing and adjusting general prepayments and accruals monthly
  - Calculating and posting depreciation and amortisation charges
  - Reviewing deposit balances
  - Producing monthly management accounts reports along with brief commentary for presentation to local Principal and FD – Schools
- Prepare payroll information for submission to bureau, ensuring complete accuracy and timeliness
- Take on other tasks and duties as requested by both local Principal and Finance Director – Schools. Such duties may include, for example,
  - Working with IT support business
  - Liaising with HR both within the School and at Group level
  - Involvement with facilities management within the School

**Person Specification**  
**Finance Bursar**

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>Recognised Accounting Qualification (AAT, ACA,ACCA, CIMA) with post-qualification experience</li> <li>Management experience</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Proven people management skills</li> <li>Strong team player with leadership and motivational skills</li> <li>Prepared to “roll up sleeves” when necessary</li> <li>Ability to build strong relationships quickly</li> <li>Strong IT analysis skills</li> <li>Receptive to change and capable of delivering change</li> <li>Ability to write and present clear and concise reports to financial and non-financial recipients</li> </ul>	<ul style="list-style-type: none"> <li>Ability to think strategically to support both the Principal and the FD - Schools and to be able to think outside the finance function</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Significant exposure to preparing monthly management accounts to a timely deadline</li> <li>Effective Project management</li> </ul>	<ul style="list-style-type: none"> <li>Financial management in the education sector</li> <li>Involvement in general office/facilities management</li> <li>Payroll management</li> <li>Management of outsourced services</li> </ul>
Other factors	<ul style="list-style-type: none"> <li>Capacity to work under pressure and meet deadlines</li> </ul>	