



# SHAKESPEARE PRIMARY SCHOOL & NURSERY

## JOB DESCRIPTION FOR BURSAR

**Job Title:** Bursar

**Grade::** S01, scale point range 23-25

**Accountable to:** Business Manager

**Proposed Role:**

To organise, maintain and manage the school's finances under the direction of the Head Teacher and Business Manager.

To work as part of the operations team to deliver excellent customer service to our pupils, parents, carers and visitors.

To be responsible for HR administration and provide daily operational support.

**Main duties and responsibilities:**

**Finance**

- Offer financial support and advice as required to the Senior Leadership Team and the Governing Body
- Improve and develop financial statements, forecasts and best value procedures
- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- To assist the Head Teacher and Business Manager with preparing the school budget including the provision of accurate estimates, forecasts, projections and allocation of funds.
- Monitoring the weekly/monthly expenditure and advising the Head Teacher/Finance Committee of possible under/over spending whilst providing options for varying expenditure.
- Identify the need for, select and manage the ordering of supplies and equipment for the school, including the issuing of invoices and ensuring settlement of accounts.
- Preparation of work specifications for tender and assisting with the selection of contractors.
- Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School's computerised accounting systems.

- Ensuring the proper collection, reconciliation and timely banking of any monies received by the School.
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Managing procurement and being responsible for securing relevant sponsorship.
- Overseeing the assets register and inventory.
- To maximise income generation and manage all income generating schemes including lettings.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the School. Implementing the approved insurances, and handling any claims that arise.

### **Human Resources**

- To be responsible for the effective operation of payroll systems.
- Completing and submitting monthly timesheets for staff and supply teachers.
- To deal with queries from staff regarding pay and conditions.
- To liaise with the Business Manager and to be responsible for school HR administration including, but not limited to:
  - the completion of new starter paperwork, amendments to contracts and other documents relating to staff employment
  - maintaining and updating HR databases
  - liaising with external organisations to ensure that appropriate clearance and vetting is undertaken for new staff
  - to be responsible for the maintenance of confidential staff records
  - to ensure effective cover for teaching staff in case of absences.

### **General**

- To support the Business Manager with estate management, administration, health, safety and security and daily operational issues.
- Comply with and assist with the development of policies and procedures relating to financial procedures, HR, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the School
- Establish constructive relationships and communicate with other agencies and professionals.
- Attend and participate in regular meetings and training.

- Treat all users of the school with courtesy and consideration.
- Present a professional positive personal image, contributing to a welcoming school environment which supports equal opportunities.
- To perform any other reasonable task as requested by the Business Manager or any other senior member of staff.