

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Division:
Post Reference No: Hours - 21 hours per week	Location: Emmer Green Primary School
Job Title: Bursar	Grade/Salary Range: 6

JOB PURPOSE

To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governors.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Governing Body, via the Headteacher, for effective implementation and supervision of all administrative requirements in connection with the schools' delegated budget and the management of voluntary funds..

MAIN DUTIES AND RESPONSIBILITIES

School Budget

- To be familiar with the general terms of the Local Authority's scheme of financial delegation and to research details as required.
- To prepare a detailed 3-5 year budget of each school's delegated budget, in accordance with the School Development Plans (SDP), and submit to the LA
- To prepare and monitor monthly income and expenditure and advise the Headteacher/Governing Body of significant variations to anticipated expenditure and to identify reasons for this and recommend remedial actions required
- Attendance at Finance Committee meetings to provide information as required including annual budget statement, CFR Return, Financial Summary, benchmarking and Outturns.
- To monitor and analyse the financial effects of appointments of teaching and support staff.
- To maintain the school bank accounts and approve monthly bank reconciliations. Oversee the collection and banking of all monies received by the school, after school club, breakfast club etc. and work with the Headteacher of cases of non-payment.
- To carry out end of year procedures and reporting, ensuring all accounts balance to the LA reports to ensure the School follows statutory procedures and best practice for the procurement and monitoring of contracts, ensuring high quality and best value for money.
- To be responsible for seeking professional advice on insurances, implement approved insurances and handle any claims which arise.
- To draft the annual School's Financial Value Statement (SFVS) for the Governing Body, ensuring it reflects the School's strategic plan and current financial positions for submission.
- To ensure effective liaison with other schools, via regular Bursar communications and attendance at network meetings.

Capital Funds

- To monitor and report on Capital funds and expenditure to both the Headteachers/Governing Body ensuring it is accurate and that these are spent in accordance with their intent
- Prepare and submit expenditure requests, working with external advisors and contractors where required
- To liaise with the Headteacher/IT Manager/Governing Body to ensure there is a clear mid to long-term Asset Management Plans for both schools to utilise these funds to maintain and improve the sites

School Fund

- To oversee the work of the office staff with regard to the administration of school trips and events.
- To ensure accurate accounts for School Fund are audited annually.

Lettings

- To oversee the management of lettings/events at both schools, communicating with organisations and individuals wishing to use the school for lettings and ensure the necessary paperwork is completed such as confirming own insurance, compliance with Safeguarding, risk assessments etc
- To manage a system for timely and accurate invoicing for lettings, ensuring organisations are charged appropriately and pay promptly.
- To ensure effective liaison with the Headteachers and Caretaker regarding the use of the school premises.

Premises

- In conjunction with the Caretaker/Headteacher, to ensure that sufficient quotes are received for work to be carried out and that the specification for each quote is the same, and are in line with the Financial Procedures Manual
- In conjunction with the Caretaker, to ensure that all orders relating to contractors are raised with the appropriate specification and that work is satisfactorily completed before final payments are made.
- To liaise with the LA Property Services department, as necessary, in any matters relating to the school building where there may be a financial implication to the school.
- To work with the IT Leader in the school in ensuring our IT provider meets all the conditions of their service level agreement and that each school has an IT strategy for maintenance/replacement and development

SCOPE OF JOB (Budgetary/Resource control, Impact)

PERSON SPECIFICATION



READING BOROUGH COUNCIL	Department/Division:
Job Title: Bursar	Post Reference No:

Qualifications / Education / Training:

Excellent numeracy/literacy/IT skills demonstrated by NVQ Level 4 or equivalent qualification.
Certificate in School Business Management

Experience:

Substantial experience working in office environment at a senior level
Experience of strategic financial systems management

Skills and Abilities:

- Effective use of specialist IT packages. Ability to use proprietary IT software to monitor activity and produce reports.
- Ability to communicate appropriately to both children and adults
- Ability to work under pressure and meet deadlines
- Ability to foster good team working to achieve targets
- Ability to reflect and to plan own personal development
- Commitment to equal opportunities
- Understanding of the ethos and values of a Primary School

Work Related Personal Requirements

The school operates a no-smoking policy