

## Job Description

### Bursar – Trinity School & College and Ripplevale

#### *Organisational information*

- Reporting to: Principal (South East Region)
- Responsible for Trinity School & College (Based in Rochester) and Ripplevale School (both sites – Broadstairs & Ripple)
- Functional links to:
  - Cavendish Finance Director

#### *Main purpose*

The Bursar is responsible for strategic management of both school finances. They are responsible to the governing body for the conduct of the financial affairs, business management and material state of the school; and to the Head Teachers of each school for day-to-day administration. This includes:

- To oversee the effective management of the day-to-day operation of the financial systems at the schools.
- Management of other Finance staff (as appropriate) at the schools including guidance and training
- Work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of the schools and to carry out the role outlined in the job description to the highest level.

#### *Responsibilities/ Accountabilities*

##### **Leadership and Strategy**

- Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Work with other Bursars in the Cavendish group to share ideas, best practice and further develop consistency of systems and practice across the group.
- Report regularly to Cavendish Financial Director and the Head Teacher accordingly, including providing monthly management accounts.
- Ensure leadership and management, including implementation of systems and new initiatives, are in line with the whole School aims, objectives and vision.

##### **Financial Management**

- Oversee the production of monthly management accounts and reports for the schools on a timely basis.
- Be responsible for both school's finance function, management and year end reporting, and effective control of both accounts receivable and accounts payable, while supporting the Head Teacher of each school and other members of staff as required.

- Review the monthly management reports (MMRs), including the profit and loss account, balance sheet, analytical commentary and any other information relevant.
- Control budgets, with production of periodic reports to budget holders during the financial year.
- Prepare and present the finance schedules and forecasts required for the monthly review and quarterly governance meetings with Cavendish.
- Collate pupil and staff statistical data for monthly reporting to Cavendish.
- Maintain the financial ledgers and accounting processes and ensure that appropriate financial controls are adhered to with reference to the Cavendish' finance manuals.
- Ensure that appropriate finance and support systems are implemented and maintained in line with Cavendish' finance manuals.
- Review the month-end general ledger reconciliations.
- Oversee the monthly payroll adjustments, the submission and processing of the monthly payroll, and liaise with the payroll agency.
- Administer the group pension scheme, including reporting to the pension regulator.
- Liaise with all budget holders to co-ordinate and produce the annual budget to Cavendish' budget timetable, and in line with the budget targets issued and overall school strategy.
- Develop and implement a Finance strategy that supports business objectives and oversee delivery of key deliverables.
- Design and implement effective Finance policies and procedures to help drive the development of Finance, leading on change and transformation throughout the school.
- Produce timely statutory and internal financial reports, together with the co-ordination of audit schedules and liaison with auditors as required.
- Control the school's cash effectively through working capital management and accurate, timely forecasting.
- Oversee all aspects of the accounts receivable process, including the raising of termly fee invoices, review outstanding debts in accordance with credit control policy.
- Oversee all aspects of the accounts payable process, including ensuring the authorisation of invoices prior to payment, the management of payment cycles and control of monthly payment runs.
- Represent the schools at the quarterly bursars' meeting to report on performance and share best practice.
- Line manage Finance Assistants and develop their financial capabilities
- Respond to Local Authority request for Financial Information as required.
- Undertake *ad hoc* projects as and when directed by the Finance Director
- Business Partner for the Head.
- Create and maintain sound financial systems and processes across the school. Liaise with other schools in the region to ensure consistency in approach.
- Be or become an expert user in Xero.
- Preparation of information for annual accounts and audit file.
- Develop a set of effective school KPI's to measure operational efficiency.

#### **Facilities Management and Administration**

- Lead on Facilities Management ensuring school maintenance schedule is completed and reviewed annually
- Co-ordinate any key maintenance projects and be key point of contact with external project management company to support co-ordinating major buildings works.
- Managing contracts to ensure best value for money.
- Provide administrative support for the Head Teacher and governing body.
- Communicate with stakeholders in relation to insurance arrangements.

### **Human Resources**

- Manage the school's payroll provision with the payroll provider:
  - Process timesheets in liaison with the Head Teacher
  - Ensure compliance with regulations for benefits in kind
  - Administer pension schemes for staff
- Supporting the Heads, where required, with recruitment, appraisal, disciplinary and grievance policies and ensure these are administered in accordance with employment law.
- Engage in regular active dialogue with the Head Teachers about the school's staffing structure to ensure effective deployment of staff and financial efficiency.

### **Job activities**

- Review/Supervise/Direct work done by others in Finance Team locally
- Oversee and review the monthly management accounts for the schools. This will include but will not be limited to:
  - Review all journals posted in the month
  - Reviewing income received in the month and ensure the correct release against the deferred income (termly fees) working paper
  - Reviewing and adjusting general prepayments and accruals monthly
  - Review the posting depreciation and amortisation charges and ensure any fixed assets are coded correctly in Zero
  - Reviewing deposit balances
  - Reviewing the monthly management accounts reports together with the commentary pages for presentation to the Head and Finance Director.
- Prepare payroll information for submission to bureau, ensuring complete accuracy and timeliness
- Take on other tasks and duties as requested by both the Head and Finance Director. Such duties may include, for example,
  - Working with IT support business.
  - Liaising with HR both within the Schools and at Group level.
  - Involvement with facilities management within the schools.

## **Person Specification**

### **Bursar – South East Region**

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"><li>• Recognised Accounting Qualification (ACA,ACCA, CIMA) with post-qualification experience or qualified through experience</li><li>• Management experience</li><li>• Experience of working in a senior finance role</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> <li>• Deep understanding of business principles and practices</li> <li>• Outstanding communication and interpersonal skills both written and oral</li> <li>• Ability to work as part of an operational leadership team to support colleagues in other departments with financial management and planning</li> <li>• Ability to make crucial decisions, sometimes in fast time, and is comfortable moving between high level strategy and operational delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think strategically to support both the Head and the Finance Director - 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> <li>• Demonstrate a solid track record in having adopted best in class practices.</li> <li>• Demonstrate ability to lead change 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> <li>• Understanding of SchoolBase Management Information System</li> <li>• Experience working in a group environment.</li> </ul>
Other factors	<ul style="list-style-type: none"> <li>• Capacity to work under pressure and meet deadlines.</li> </ul>	

