



Fosse Bank School - Bursar Job Description

PURPOSE OF JOB

- To give strategic vision and leadership to all aspects of budget and finance.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Group and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- Ensuring that the school is fully prepared to meet regulatory financial criteria.
- Responsible, alongside the Deputy Head Teacher to the Head Teacher and Governors.
- To ensure that the payroll is administered in accordance with the regulations, and required returns submitted.

GENERAL DUTIES

1. To lead and advise the Leadership Group on matters relating to finance.
2. To attend appropriate Governing Body meetings and assist the Chair of the Finance Committee.
3. To take delegated responsibility for financial decisions following appropriate discussions with the Head Teacher.
4. To deputise for the Head Teacher as required in relevant fields of expertise.
5. To provide support as relevant to the Head Teacher and Deputy Head Teacher.

FINANCIAL

Working with the Head Teacher, the Finance Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Finance Manager will be responsible specifically for:

1. Ensuring the school has appropriate financial systems in place and manage all aspects of the school's financial systems in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors.
2. To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the Charities Commission and the school are observed.
3. Provide regular budgetary and financial reports to the Head teacher and Governors.
4. Monitor the budget, plan and formulate budget decisions that will impact on longer term school plans.
5. To prepare appraisals for particular projects and the development of long-term initiatives for the school.
6. To be responsible for the payroll cycle, liaising with our payroll bureau and submitting pension returns and teachers' pensions
7. To co-operate, initiate and manage audit procedures as necessary.
8. Attending Governing Body and Finance Committee meetings as required.
9. To write bids for funding as required.
10. Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential.
11. Raise invoices for external hirers.
12. Line manage the Finance Officer
13. Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
14. Monitor the standard and cost effectiveness of the catering contractors within the agreed performance indicators.

15. Prepare documentation and deal with relevant correspondence relating to school fees, bursaries, orders, invoices, etc.
16. Completion of statutory annual returns.

ADMINISTRATION AND ICT

The Finance Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include:

1. To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety.
2. Ensure that through the administrative assistant, all financial correspondence is up to date and recorded as appropriate.

Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher.