

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT

JOB TITLE: BURSAR

GRADE: 8

1 PURPOSE OF JOB

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This **job** is part of the generic Business Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be a member of the Senior Management/Leadership Team within the School/College. You will be responsible for all matters pertaining to the administrative function in relation to finances in school. The post requires an individual with experience of accounting procedures, budget monitoring and effective IT skills. You will carry out a range of complex or sensitive/confidential financial monitoring and accounting duties which may also include some supervisory responsibility for a small team of staff. You may also be required to contribute to school maintenance and repair.

Good interpersonal skills are important for this **job** as you will be required to build and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to financial matters.

You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

The Business Support Manager/Bursar role is generic across School's, however details of the level of financial accountability and responsibility for staff are outlined in the context sheet/s.

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Key Areas

1. Financial Monitoring and Control

- Responsible for the administration of the payment of all invoices for expenditure and income collection in accordance with payment timescales and the School's & Local Authority's procedures.
- To support the School's budget process including the preparation of budget proposals and making recommendations for virement.
- Responsible for the collection, accounting and banking of all cash received by the school including the preparation of the school's funds account and recommendations on the most appropriate investment initiatives.
- Accounting for the school's budget(s).
- To interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- To attend relevant meetings relating to financial and procedural matters, as directed by the Head teacher.

2. Systems & Equipment Management

- Responsible for the development, implementation, maintenance and monitoring of systems, including the setting up of appropriate application tools for the purpose of budget proposals.
- To ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.

3. Financial Information

- Provision of financial budgetary and monitoring information in accordance with the School's & Local Authority's policies and procedures and other financial regulations and requirements.
- To ensure financial summaries, variances and other related reports are produced and distributed to the Head teacher and Governing Body, as required.

4. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities

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towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Carry out your duties with due regard to current and future School's/Local Authority's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through School's communications.

RESPONSIBLE TO: **Head Teacher**

RESPONSIBLE FOR: **School to indicate the post titles**

JD Reference No	SS/BSB08
JD Prepared / Amended	MAY 2010
Refers to Estab(s)	

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EMPLOYEE SPECIFICATION



JOB TITLE: BURSAR

GRADE: 8

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working in a finance function providing financial and management accounting in either public or private sector.	Application Form / Selection Process	A
		1.2	Experience of word processing, spreadsheets and other computer based information systems.	Application Form / Selection Process	A
		1.3	Experience of computerised financial systems, accounting procedures, budget monitoring and preparing financial reports.	Application Form / Selection Process	A
		1.4	Experience of supervising staff.	Application Form / Selection Process	B
		1.5	Previous experience of working in a school environment.	Application Form / Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or above (or equivalent) including English and Maths, or proven ability to produce work to that level.	Application Form / Selection Process	A
		2.2	Certificate of School Business Management, or working towards this qualification, or equivalent qualification.	Application Form / selection process	B
		2.2	Accounting or business studies qualification (NVQ 4/HND) or able to demonstrate equivalent experience.	Application Form / Certificate	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Appreciation of need to maintain strictest confidentiality about all matters concerning school.	Selection Process	A
		3.2	An understanding of the Local Authority's Equality and Diversity Policy, Health & Safety and Risk Assessments and how they impact on the school environment.	Application Form/ Selection Process	A

		3.3	Knowledge of computerised financial management.	Application Form/ Selection Process	A
4.	SKILLS AND ABILITIES	4.1	Ability to work on own initiative, and contribute to effective working of team.	Selection Process	A
		4.2	Be able to prioritise and produce accurate work, working to tight deadlines.	Selection Process	A
		4.3	Ability to analyse and interpret a range of financial information.	Application Form/ Selection Process	A
		4.4	Ability to communicate effectively both orally and in writing.	Selection Process	A
		4.6	Ability to monitor and maintain Health & Safety policy and procedures.	Application Form/ Selection Process	A
		4.7	Ability to supervise building maintenance and external contractors.	Application Form/ Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		5.3	To be supportive of the ethos of the school	Selection Process	A
		5.4	Ability to work in a busy environment and to adapt and be flexible to the needs of the school	Application Form/ Selection Process	A
		5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	BS08/BUR
ES Prepared/Amended	JAN 2015