



Job Description - Bursar

St Anthony's Catholic Primary School

An Academy School within the Catholic Academy Trust in South Hampshire

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

'Children in our heart, Christ at the centre'
'We love, we learn and we live'

Member of Staff:

Reports to: Headteacher

General Duties and Responsibilities:

To support and uphold the vision, mission and aims of our Catholic school.

Purpose

The Bursar is responsible for strategic planning in relation to the business and support services of the School, including all financial implications, and ensuring that the School uses its resources effectively and efficiently at all times. This includes responsibility for budget planning, all administrative and technical aspects of financial management and reporting, and explanation of the financial results to the Headteacher and all Governors as part of the Resources, Management Audit & Risk Sub-Committee. The Bursar ensures the School's Accounts are prepared in accordance with the Academies Trust Handbook, and follows specific direction by the ESFA for any new requirements. The role also includes the generation and coordination of new income streams, which are supportive of the ethos of the school.

Key responsibilities

Finance and Business

1. As a member of the Senior Leadership Team, to implement the financial decisions of the Headteacher and Governing Body.
2. To advise the Headteacher on academy financial policy, preparing appraisals for future projects and for the development of a long-term financial strategy for the future development of the school.
3. To maximise income generation within the ethos of the school.
4. In conjunction with the Headteacher, create the detailed budget for the school.
5. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the Senior Leadership Team (SLT) accordingly.
6. Monitor and control income and expenditure in relation to the school's budget, comprising all accruals-based accounting adjustments at month end, and culminating in full reporting and analysis vs budget and forecast.
7. To assist in the preparation of all academy financial returns for the DfE/ESFA and other central and local government agencies within statutory deadlines. To work with external auditors/accountants, where necessary, in the preparation of financial returns.
8. To give advice to governors on the financial aspect of salary assessments and impact of sickness / other absences as required.

9. To sit on the Resources, Management Audit & Risk Sub-Committee to provide governors with financial reports.
10. Bank & cash management, transactional and month end reconciliations on SAGE.
11. Invoicing for lettings, PSA hardship and other ad hoc items.
12. Monthly VAT returns.
13. Payroll accounting and reporting - from the final monthly payroll reports received from the external payroll company.
14. Ensure adherence to the Academies Trust Handbook and ensure the School's Financial Regulations Manual is up to date and reviewed in a timely manner.
15. Ensure adherence to the School Procurement Policy (within the School's Financial Regulations Manual) in terms of the review of quotes required for purchases over specified values.

Human Resources Management

1. Ensure the workforce census is completed.

Premises

1. Assist with the maintenance of supplier relationships & be back up for processing BACS payments in line with policy.
2. Assist with the management of the Contracts Register as well as various leasing arrangements and review of the Asset Register.

Organisation

1. Be responsible for the planning, development, design, organisation and monitoring of projects relating to all school support services.
2. Provide Financial advisory support to governors, attending and leading meetings as appropriate.
3. Attend Senior Leadership Team meetings.
4. Be responsible for the provision of specialist advice and guidance to the leadership team/Governing Body on national and local guidelines/policy/statute etc. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.

General

To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

All staff must be aware and operate within the Child Protection and Safeguarding Policy

You must read and understand and implement the School's Safeguarding Policy

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Headteacher and other staff as necessary and in accordance with Personnel Guidelines.