



<https://www.fdcapital.co.uk/job/school-bursar/>

## School Bursar

### Description

**Location:** North West, United Kingdom

**Salary:** Competitive, depending on experience

**Contract Type:** Full-time, Permanent

**Reports to:** Headteacher/School Governors

**Job Overview:** We are seeking an experienced and highly organised School Bursar to join our team in the North West of the UK. The School Bursar will be responsible for managing the financial and administrative functions of the school, ensuring the effective use of resources to support the educational objectives. This role requires a candidate with strong financial acumen, excellent communication skills, and the ability to manage a diverse range of responsibilities.

### Responsibilities

#### Key Responsibilities:

#### 1. Financial Management:

- Prepare, manage, and monitor the school's budget in collaboration with the Headteacher and School Governors.
- Maintain accurate financial records, including income, expenditure, payroll, and banking.
- Ensure compliance with financial regulations and procedures, including auditing requirements.
- Provide regular financial reports to the Headteacher, School Governors, and relevant stakeholders.
- Oversee payroll processing and ensure timely payments to staff.
- Manage invoicing, payments, and purchasing for the school, ensuring value for money in procurement.

#### 2. Resource Management:

- Monitor and manage school contracts with external suppliers and service providers.
- Liaise with local authorities and regulatory bodies regarding funding, grants, and other financial matters.
- Oversee the school's facilities management, including maintenance, security, and health & safety compliance.
- Manage the school's insurance, ensuring adequate cover for assets, staff, and pupils.

#### 3. Human Resources:

- Support the recruitment process for non-teaching staff, including managing employment contracts and maintaining staff records.
- Assist in implementing HR policies, including staff training and professional development.
- Ensure compliance with employment legislation, including safeguarding and DBS checks.

#### 4. Administration:

- Lead the administration team, ensuring efficient daily operations.
- Manage the school's data protection obligations and ensure GDPR compliance.

### Hiring organization

FD Capital

### Employment Type

Temporary

### Beginning of employment

1st October 2024

### Duration of employment

Temporary

### Industry

Education

### Job Location

North West

### Working Hours

9-5

### Base Salary

£ 300 - £ 350

### Date posted

September 19, 2024

- Coordinate the school's IT resources and liaise with IT support providers.
- 5. Governance and Compliance:**
  - Provide support and advice to the School Governors on financial and operational matters.
  - Ensure the school complies with all statutory and regulatory obligations, including Ofsted requirements.
  - Assist in the preparation and presentation of reports and documents for Governor meetings.
- 6. Strategic Planning:**
  - Assist the Headteacher and Governors in long-term financial and operational planning.
  - Contribute to school improvement plans and help implement strategic initiatives.
  - Analyse financial trends and provide advice on potential risks or opportunities.
  - Handling the introduction of VAT to school fees

## Qualifications

### Person Specification:

- **Qualifications:**
  - Relevant qualification in finance, accounting, or business management (e.g., AAT, ACCA, CIMA).
  - Previous experience as a School Bursar or in a similar financial role within the education sector is highly desirable.
- **Skills and Experience:**
  - Strong financial management and budgeting experience.
  - Knowledge of school funding mechanisms and regulatory requirements.
  - Excellent IT skills, including proficiency in financial management software and Microsoft Office.
  - Proven leadership and management skills.
  - Strong organisational abilities with the capacity to manage multiple priorities.
  - Good understanding of HR, facilities management, and health & safety regulations.
  - Excellent interpersonal and communication skills, with the ability to work with a wide range of stakeholders.
- **Personal Attributes:**
  - Integrity and professionalism with a commitment to confidentiality.
  - Strong attention to detail and accuracy.
  - Proactive and able to work independently.
  - Commitment to the ethos and values of the school.

## Job Benefits

Competitive Day Rate

## Contacts

### Application Process:

To apply, please submit your CV and a covering letter detailing your experience and suitability for the role. Interviews will be conducted on a rolling basis.

**Deadline:** [Insert Deadline Date]

**Location:** North West of England (specific location to be determined)

This is an excellent opportunity for an experienced finance professional to play a key role in the success of a vibrant school. We welcome applicants from a variety of financial backgrounds, particularly those with experience in the education sector.