



JOB DESCRIPTION

Job Title: School Bursar

Accountable to: Head Teacher/Operations Manager

Hours: 37 per week, Monday-Thursday 8.30am-4.30pm, 8.30am-4pm on Fridays, Term Time Only, plus INSET days and 2 weeks in the summer holidays.
(1/2hr unpaid lunch break)

Job Purpose:

- To maintain a strategic financial plan, including forecasting future years budgets
- To oversee, develop and implement financial procedures
- To manage effective financial services to the school
- To ensure adherence to financial regulations, providing advice to other staff and the senior leadership team
- To manage the financial management system (Bromcom)
- To analyse the current and future variations in income, outgoings/expenditure and trends
- To produce annual and statutory returns
- To provide budget planning and management in relation to the school funding
- To report and analyse budget variance, providing options and advice for over and under spends

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a school that has a special support centre for students with physical and sensory needs. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

Budget Management

- To oversee, develop and implement financial procedures within the school.
- To oversee all financial transactions/activity within the school
- To work with the Head Teacher in preparing the annual budget
- To work with the Head Teacher in forecasting future years budgets
- Submit final draft budgets for approval.
- Input agreed budget details onto FMS and submit Approved Budget Statement to WSCC.
- Monitor income & expenditure of the school budget.
- Track in year budget variations to funding, liaising with WSCC, and applying variations to budget monitoring.
- Produce monthly detailed Budget Monitoring Reports for distribution to Governors and Headship Team.
- Identify and inform Governors and Head Teacher of any budget variances and the reasons behind any variances.
- Propose any budget revisions as a result of variances by means of virements.
- Meet with individuals on specific budget areas as required.
- Provide annual benchmarking data to Governors and Head Teacher.
- Liaise with Head Teacher on production of Schools Financial Value Standard (SFVS) and Statement of Internal Control (SIC).
- Take lead on WSCC Audit and liaise with County Auditors.

<ul style="list-style-type: none"> • Ensure all associated financial reconciliations and returns are made to WSCC within specified deadlines. • Advise Head Teacher, Governors and WSCC if fraudulent activities are suspected or uncovered.
<p>Finance</p> <ul style="list-style-type: none"> • Ensure there are adequate systems in place to monitor each of the school's financial accounts - WSCC funds, School Funds (unofficial funds). • Manage the financial controls and maintenance of accounting records relating to all the school financial accounts. To include: Banking / safe handling of monies Petty cash Foreign currency orders Bank reconciliations School credit cards Orders & invoices VAT and VAT saver Scheme Invoiced income • Advise and assist school departments with budget management and monitoring. • Advise and assist with the Lettings strategy and implementation. • Oversee maintenance of departmental inventory. • Oversee ParentPay – cashless money collection system. • Oversee school interaction with relation to cashless catering. • Arrange bi annual audits of School Fund, PTA and LNC Trust accounts. • Prepare, have audited and send annual Finance Return to Schools Direct.
<p>Line Management</p> <ul style="list-style-type: none"> • To be an effective line manager to the Finance Team.
<p>Health and Safety</p> <ul style="list-style-type: none"> • To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
<p>General</p> <ul style="list-style-type: none"> • Provide cover and other general duties when required to do so by Senior Management or a member of the Headship team.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role. Training will be given.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Person Specification

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> ● Effectiveness and credibility to work with senior staff ● Highly organised with strong attention to detail ● Able to maintain a high level of confidentiality at all times ● Excellent communication skills ● A strong working knowledge of basic computer software and systems including MS suite and Google ● Experience of using Bromcom ● Knowledge and understanding of statutory processes, policies and areas of compliance, such as GDPR. 	Essential Essential Essential Essential Essential Essential Desirable Essential
Qualifications	<ul style="list-style-type: none"> ● Educated to GCSE standard in Maths and English ● Evidence of further professional development ● Working towards national occupational standards (NOS) for accountancy and finance 	Essential Desirable Desirable
Experience	<ul style="list-style-type: none"> ● Experience of working in a finance role, including financial management regulations, practices and procedures. ● Evidence of having worked successfully within an education setting ● Experience of interacting with a range of senior staff and stakeholders 	Essential Essential Desirable
Attitude & Approach	<ul style="list-style-type: none"> ● Personal presence ● Professional and approachable attitude. ● Enthusiastic in all aspects of work and training. ● Attention to detail. ● Highly motivated. ● Reliable. ● Well presented. ● Assertive when appropriate. ● Ability to work in an extremely busy environment. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential

Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.