

Read School Bursar Vacancy

Read School is looking for an experienced and enthusiastic Bursar. Working in a friendly and collaborative environment, the post-holder will report to the Head of School and will be responsible for the financial management and health of the School and the School's premises.

The School is entirely responsible for all aspects of its financial management, including billing and fee collection, purchase ordering and payments, budgeting and management accounting, financial accounting, asset management, payroll and property maintenance.

The role will suit a qualified accountant with a demonstrable track record in producing and delivering budgets and monthly accounts, managing a small team and with wider experience in the management of a business. The successful candidate will be able to demonstrate successful relationships with senior colleagues, governors and parents as well as a commitment to the ethos of the School.

Role Description

The Bursar is responsible to the Head and Finance & Property Committee for all finance matters within their remit and reports to the Head of the School.

We are a small management team. The role therefore requires flexibility in the application of your skills and experience to benefit the School.

Clear, precise and efficient communication skills with the Head and the Board of Governors are a fundamental requirement for this role.

Your main responsibilities in this post include, but are not limited to:

As required by the Head and Chair of Governors (accurately, clearly and efficiently):

- Preparing and submitting on time annual reports to The Charity Commission and Companies House and to the Head and Governors for review and agreement
- Preparing and submitting all regular payments runs / tax returns including PAYE, VAT and Corporation Tax to HMRC
- Improving to an excellent and efficient standard and preparing and supervising all sales and purchase ledger activities and in doing so, always optimising cashflow and financial management for the School
- Acting as Clerk to the Board of Governors, preparing Board Packs and organising meetings, taking Board Minutes and maintaining all Minute Books of Board Meetings and all meetings of Board Committees. Such records may be held as part of the secure central records of the School, but you are responsible for ensuring they are correctly maintained
- Preparing various:
 - financial reports, including the production of monthly accounts;
 - budgets, including details budgets for all areas of income and costs;
 - financial insights and commentaries; and financial statements;
 - forecasts for the future financial performance of the school.
- Maintaining cash flow projections for the current and future years

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- Undertaking financial administration and internal audits for the school as and when required
- Effectively supervising finance office support staff
- Oversee the support functions of the school including HR administration, health and safety, facilities and site management, school transport, GDPR and information technology. Ensure that these functions are working in the best way to support whole school needs and priorities
- Liaising with managerial staff and other colleagues in a clear, collegiate and effective way
- Developing, enhancing, improving and managing all financial systems/policies
- Negotiating and obtaining competitive finance for major projects when required by the Head and Governors
- Administration of payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions
- Administering pension schemes for teaching and non-teaching staff
- Supervising the competitive and efficient contracting for all services required by the school, such as catering, cleaning supply of biomass pellets and other services and products
- Ensuring the efficient operation of all school contracts
- Maintaining and managing the key control schedules recording staff employment, the student roll, and the award of discounts, bursaries and scholarships, using control sheets for approval of the same through the appropriate Board Committees, thereby ensuring they remain within the agreed budgets
- Controlling and forecasting income and expenditure to benefit the School in the best possible way and to ensure continuity and excellence in the delivery of its operations
- Creating excellent business strategies to generate charitable reserves
- Excellent operation and supervision of the "Sage for Schools" accounting package, ensuring that this software is used for all the School's accounts and that it is kept fully up to date;
- Ensuring all areas of work are compliant with Read School policy and ISI regulations
- During your probationary period you will be responsible for delivering the SMART Objectives. Thereafter, SMART Objectives will be agreed between you and the Head / F & P governors on an annual basis

Qualifications & Experience:

- Accountancy Qualification (ACA, ACCA, CIMA)
- Experience of a similar role in a bursarial or finance manager function in an independent school preferred
- Read School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check and the right to work in the United Kingdom are required

Salary:

- Salary commensurate with experience and qualifications.
- The role is full time.

No agencies please