**Job Description and Person Specification**

**Bursar’s Assistant (full time)**

**The Maynard School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Applicants are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).**

Due to the growth and development of the school and our finance team, we have a fantastic opportunity for a self-motivated and experienced Assistant Bursar to join our dedicated team. This exciting position would suit an individual who is proactive and innovative and who has the ambition for continuous professional development.

The role would involve working specifically with the Bursar to support the school’s finance and operational functions. Ideally, the successful applicant will be available to take up the post as soon as possible.

The role of the Assistant Bursar is to support the Bursar in the financial management and operational running of the school. As such the role is varied, widespread and demands a large degree of flexibility on the part of the post holder.

This role would be suitable for a candidate with future aspirations of becoming a School Bursar, further training would be available for the successful candidate.

The post holder should have effective time management and organisational skills, an accountancy qualification (qualified by experience would be considered) and strong IT skills. Responsibilities will include financial management and support of estates management, leasing of facilities, health & safety, compliance, IT and general management and administration.

Prior experience of working in a school is not a pre-requisite but a tangible interest in, and empathy for, independent education is important.

The Bursar’s Assistant reports to the Bursar and works closely with the Finance Team, Estate and Facilities Manager and Administrative Staff.

**Main Responsibilities**

Working with the Head and Bursar to establish, maintain and develop the financial procedures and operational systems of the school. To be responsible for the finance provision and to assist the Bursar with the effective management and monitoring of budgets and financial control processes.

Reporting to the Bursar, the Bursar’s Assistant is responsible for supporting the Bursar in a range of administrative areas including;

*General and Financial Administration*

* To assist the Bursar with general administration and organisation of the Bursary function;
* To manage and prepare routine correspondence, both inward and outward;
* To support the bursar in convening meetings, producing agendas and writing minutes;
* To assist the Bursar with diary management and co-ordination as needed.
* To assist with record keeping and information management;
* To support the Bursar with additional administrative tasks in line with the role on a needs basis.
* Maintain sound financial procedures with reference to ensuring best value and compliance with audit and financial guidelines.
* An understanding of the financial operating system and how to record financial transactions.
* Reconciliation and closing of the Fees Ledger to the control account within the nominal ledger, journals relating to the Fees ledger in conjunction with the Finance Officer.
* Assist with the preparation of reports for budget performance such as termly management accounts as required by the Bursar.
* Assist the Bursar with the management of Bursaries, Debtors, maintaining spreadsheets and accurate records.
* Ensure that month end and year end procedures are carried out providing such as reports and statistical returns as are necessary such as records for prepayments and accruals.
* Record all acquisitions and disposals of fixed assets in the fixed asset register.
* Preparing financial accounts and audit documents as requested by Bursar, liaising with auditors as appropriate, maintaining financial documents to underpin financial accounts.
* Assist the Bursar with VAT legislation and VAT return submissions and any matters relating to VAT and HMRC submissions.
* Assist the Bursar with supplier payment batch approval and bank processing.
* Work with the Bursar to monitor cashflow.
* Liaise with the treasurer of the MPA (Maynard Parents Association).
* Have a sound understanding of debits / credits and general ledger journal preparation and entry.
* Reconciliation of nominal ledger accounts.
* Monitor budgets and make recommendations to the Bursar about variations to budgets throughout the year.
* Deputise for the Bursar as required.

*Purchase Ledger (Supervisory Role)*

The Finance Assistant will administer the purchase ledger and it will be the role of the Assistant Bursar to oversee the following processes;

* Purchase ordering / invoicing process including payment for all goods and services to the school, adhering to financial procedures and ensuring compliant with audit and other financial guidelines.
* Process all invoices for payment via the authorisation protocol onto the finance system.
* Resolve Purchase Ledger queries with suppliers.
* Prepare bulk batch payments.
* Analyse, post and reconcile school credit cards.
* Process Insurance claims.

*Payroll (Supervisory Role)*

It is the responsibility of the Assistant Bursar to post the payroll journals and to reconcile the payroll each month. The Finance Officer will administer payroll and it will be the role of the Assistant Bursar to oversee the following processes;

* Calculation and preparation of all monthly and annual payroll processes, reconciliations, payments and returns in liaison with the Bursar.
* Checking the accuracy of salaries and inputting information into the Financial system.
* Ensure that payroll totals are correctly posted into the Nominal and reconciliations are carried out regularly.
* The payment of all pensions, AVC’s, PAYE.
* The administration relating to pension schemes.
* The routine auto-enrolment procedures, ensuring on a monthly basis that we remain compliant.

*Facilities Lettings Administration*

* To plan and coordinate the school’s lettings on a year-round basis, utilising the schools facilities;
* To liaise with prospective hirers and assess requirements and suitability;
* Ensure that all preparations required prior to hosting external lettings are planned and executed in a timely manner and are co-ordinated and communicated to school staff / departments;
* To determine needs and ensure the appropriate deployment of additional staff / resources to support lettings activities and to liaise with third party contractors if needed;
* To act as point of contact for all clients and internal staff for the duration of the lettings and resolve any issues that may arise in cooperation with the Estate and Facilities Manager and the Catering Manager. To also ensure that appropriate access to facilities is available where a booking is out of hours.
* To ensure that the appropriate facilities are booked on the school’s Room Booking System for lettings and that no clashes will occur.
* To produce a contract for each letting using the school’s template and tailor it to the individual hirer’s requirements.
* In liaison with the Bursar, establish and regularly review school lettings policy / terms and conditions of hire / lettings contracts / rates of hire;
* To ensure all appropriate insurances and licences, including but not limited to public liability, civil and religious weddings and alcohol, are in place for all events and activities.
* To ensure proper and accurate records are kept of each letting, including financial and contractual details
* Invoice for external lettings and to ensure that payments from hirers are received promptly.
* To ensure, in tandem with the Estates and Facilities Manager, that all lettings adhere to relevant statutory requirements including health & safety, risk assessments, child protection, confidentiality and data protection legislation.

The Bursar’s Assistant is expected to:

* Be willing and resilient in embracing the dynamic environment of a school.
* Work effectively as part of a team, liaising and collaborating with teachers and other members of staff, as well as external individuals and agencies.
* Be an effective communicator and possess excellent IT skills.
* Be highly organised, numerate, accurate, and logical; capable of prioritising but also of shifting focus rapidly as priorities change.
* Have initiative and energy, professional curiosity, and to strive for continuous improvement in processes and systems.
* Have previous experience in a school environment (this is desirable but not essential).