



Sunninghill
PREP SCHOOL DORCHESTER

Assistant Bursar

Job Description

Hours: Part time 22.5 hours per week term time only.

Hours are required in the holidays; at present 5 hours per month in the Easter & Summer holidays, but this may be liable to change. Monday, Wednesday & Thursdays, 8am – 4pm, additional hours may be required at times but appropriate notice will be given where possible.

Job Summary

The Assistant Bursar will be responsible for the effective execution of the financial activities of the school, in particular Payroll and Purchase Ledger. Specific responsibilities include the preparation of bills and collection of school fees, credit control, salaries & pensions, purchasing, banking and cash flow. He or she will report direct to the Bursar and deputise in the Bursar's absence, including attending relevant meetings as required.

The role embraces Sunninghill Preparatory School Ltd together with its trading subsidiary, Sunninghill Enterprises Ltd.

Specific areas of responsibility are as follows:

1. Financial Responsibilities

- a. Collection of School fees and to manage the control of debtors. Regular reporting on outstanding fees to the Bursar.
- b. Collection of income from hirers of the school facilities through Sunninghill Enterprises Ltd.
- c. To operate the purchase ledger in order to provide accurate and current financial information. To resolve finance related queries and to ensure invoices are paid promptly.
- d. Monitoring of departmental budgets and liaison with Heads of Department and the Bursar. Investigate budget queries and deal appropriately.
- e. To assist the School's Accountants in producing timely and accurate management accounts and annual financial statements.
- f. To assist in providing statistical information to the Head and Governors as required.

- g. Banking and monitoring of cash flow. Weekly and monthly bank reconciliations. To operate and maintain the petty cash account
- h. To assist in the preparation of financial and other annual returns to ISI, DfE, Teachers' Pensions and the Charity Commission.
- i. To execute the School's salaries and pensions arrangements and ensure that all changes in employment legislation are followed.
- j. To manage the application for the Early Years Grant with Dorset County Council
- k. To ensure that the school's financial data is secure and the financial management package is kept up to date.
- l. To maintain the school's asset register ensuring that it is up-to-date and accurate

Administration duties

- a. To ensure that all the school's policies are kept up to date and compliant with the legal requirements of the school and the inspection requirements under ISI;
- b. To assist with receiving visitors, telephone calls, mail and enquiries from parents, pupils, staff, visitors and suppliers.

General duties

- a. To deputise for the Bursar in his/her absence.
- b. To support the Head and Bursar in their daily duties.
- c. To attend training courses as required.
- d. Carry out any other duties as reasonably requested by the Bursar and/or Head.
- e. To support the aims and ethos of Sunninghill Prep School.

As the Assistant Bursar, you will have the desire and commitment to develop your skills and undertake training in the undermentioned areas to support the Bursar. It is anticipated that on the retirement of the current Bursar, the Assistant Bursar will be fully trained and committed to applying for the role of the Bursar.

- **Staff Management**
Safer Recruitment, training, HR legislation and contracts
- **Commercial Responsibilities**
School development plan, use of the school' facilities, website
- **Financial Responsibilities**
Budgeting, Capital expenditure, Banking, Insurance
- **Buildings and Services**
Maintenance, Security, Project management
- **Health and Safety**
Risk management, Health & Safety meetings
- **Governance**
Preparation of minutes, Agendas
- **General administration**

Data protection, photocopiers, cleaning services

Person Specification for Assistant Bursar

The ideal candidate will be a qualified finance professional with strong technical and commercial ability, together with interpersonal skill, natural enthusiasm and flexibility to engage across a broad reach of activities. A 'can do' attitude is essential.

Essential

- A versatile and reliable individual with a methodical and positive approach to problem solving, this person will be capable of working under pressure and on their own initiative.
- Attention to detail is critical in the role.
- To be able to provide backup and support to the Bursar in all of his/her roles including Finance, Administration, Estates and Catering.
- Be willing to step into the Bursar's role when required.
- An excellent understanding of office administration within a financial environment is essential as is proven experience of working with SAGE 50 Accounts and SAGE Payroll, Excel, Word and Outlook.
- Be able to demonstrate commercial and financial experience.
- To have a high degree of discretion, honesty and professional integrity.
- To be able to demonstrate enthusiasm, energy and creativity.
- To be dedicated to the team but still retain a sense of humour and demonstrate patience.
- Open to new ideas and new ways of learning and having the ability to reflect, review, learn and change if appropriate
- To be well-organised and a good time manager whilst being flexible to tailor their approach to the needs of the school.
- To understand Equal Opportunities, along with an ability to ensure that each person is treated and respected as an individual.
- To understand the responsibilities relating to the management of Health and Safety.
- To have empathy, compassion and a fair-minded approach to children, whilst understanding their needs.
- To understand and be active in promoting a safeguarding culture which makes the school a safer place for children to learn.

AND

Hold a professional qualification e.g accountancy, banking.

OR

Have a minimum of 2 years relevant experience in a financial position demonstrating the relevant skill level.

This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.