



## HOLLAND HOUSE SCHOOL

Head: Mrs Emily Brown BA Joint (Hons)

### Bursar Job Description

#### Finance and Accountancy

- Advising on general financial policy within the school
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the head or senior academic staff
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP)
- Maintaining cash flow projections for the current and future years
- Preparing pupils' bills and collecting all fees and extras
- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind
- Administering pension schemes for teaching and non-teaching staff
- Scrutinising and organising payment of all invoices received in the school
- Preparing forecasts for the future financial performance of the school; usually over a period of five years
- Preparing financial appraisals of particular projects
- Advising on the financial implications of the charitable status of the school.
- Advising on bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards in conjunction with the governing board
- Involvement in the marketing and development of the school
- Ensure financial procedures and controls are reliable, robust and fit for purpose
- Managing of the statutory audit, including liaison with the auditors to complete and file these accounts by the due date and to take appropriate actions in response to management letter recommendations
- Managing of the Teachers' Pension Scheme annual audit

- Communicate with Companies House and Charities Commission to ensure all applicable returns are submitted in accordance with requirements and within deadlines
- Negotiating external supplier agreements and managing sub-contractors
- Manage credit control to ensure debtors are kept to a minimum.

## **Compliance**

- Ensure data protection compliance with requirements of GDPR
- Ensure compliance with all requirements of H&S regulations supported by the Site Manager.

## **General Management and Administration**

- Acting as clerk to the governors
- Attendance at Governor meetings
- Ensuring compliance with all relevant aspects of employment law
- Acting as the head's adviser on employment matters
- Ensuring the school's standard contracts are up-to-date as new legislation takes effect
- Managing the supervision and welfare of all non-teaching staff
- Line manager for Site Manager and School Chef, including the annual appraisal process.
- To support the Headmistress to comply with the requirements of health and safety legislation. Carry out risk assessments where appropriate. Take professional advice as required
- Ensuring that the school always has adequate insurance cover to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought
- Purchasing, either directly or through a purchasing group, all goods and services for the school
- Maintaining contact with the statutory authorities and other organisations
- Assisting with the management and compliance of the school's investment properties.

## **School Buildings**

- Ensure provision of utility supplies at the best available rates
- Preparation of maintenance schedules and keeping of records
- Oversee site manager with regards to:
  - Maintenance of school buildings including the
  - Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.

- Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc.
  - Managing the maintenance of the lighting and ventilation in all school buildings.
- Oversee catering manager with regards to:
  - Ensuring that catering areas meet the requirements for hygiene and food safety

## IT

- Assist with the school IT requirements via an external professional company.
- Oversee the IT roadmap and upgrade of the IT infrastructure.

In addition to the above the Bursar will from time to time be expected to comply with reasonable requests from the Headmistress to perform appropriate operational and administrative tasks