



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Bursar 2

SCHOOL: Brede primary school

LOCATION: Brede, Board Oak.

GRADE: [East Sussex Single Status Grade 7](#)

RESPONSIBLE TO: Headteacher

Purpose of the Role:

To act in support of the headteacher as an administrative and financial manager for the school.

Key tasks:

1. Provide all information required for the preparation of the school's Budget Plan and to prepare the Budget Plan together with the headteacher.
2. Monitor the school Budget Share expenditure, drawing the Senior Management Team's attention to any causes for concern and recommending appropriate action.
3. Be responsible for all monies received by the school through the Budget Share, ensuring that appropriate accounting procedures are adopted, understood and followed by staff at the school.
4. Maintain and administer all financial accounts associated with the school, including processing orders and pay invoices
5. Undertake the internal audit of school accounts and arrange external audit as required by the Governing Body.
6. Prepare financial reports for the Governing Body as required.
7. Prepare all financial returns for the DfES, LEA, and other central and local government agencies within statutory deadlines.

8. Ensure that efficient and effective administrative arrangements and procedures are in place within the school.
9. In collaboration with the LEA, to provide a comprehensive payroll service for all staff, with operation of the various pension schemes and other deductions in which the school participate.
10. Act as Systems Manager using the computerised system installed at the school.
11. Attend meetings of the Governors' Finance Sub-Committee to present financial information and make recommendations to them.
12. Line manage other employees in the school office and organise supply teachers.
13. Take a leading role in analysing all guidance, advice and instructions received from County Hall and the DfE, (and, as appropriate, the Diocesan Church Authority) with the exception of curricular or professional staff development matters and prepare reports for the headteacher and governing body as appropriate.
14. Maintain an up to date record of legal and other supporting information concerning the management of the school and to advise the headteacher and governing body, as appropriate, about general responsibilities or actions to be taken.
15. Maintain records of forms and returns required by County Hall and the DfE, (and, as appropriate, the Diocesan Church Authority) ensuring that appropriate information is maintained to enable such information to be provided, and submitting such forms and returns within deadlines.
16. Dealing with the placement of all staff advertisements, drafting advertisements, recommending advertising arrangements, assisting in revising job descriptions and person specifications as appropriate, arranging interviewing of candidates and ensuring that all administrative arrangements are dealt with smoothly and efficiently.

17. Identify ways in which school income could be maximised by the letting of school premises, arranging lettings in liaison with the headteacher, caretaker and hirer, and to facilitate meter readings in the absence of the caretaker.
18. Liaise with Area Health Authority regarding medical and dental inspections and organising pupils' attendance.
19. Maintain procedures for admission and withdrawal of pupils from the school, and completion of any associated reports to County Hall.
20. Buy and sell uniform and associated items and monitor stock levels. Receive orders for stock from members of staff, and place orders with the approval of the headteacher.
21. Identify other general responsibilities to be undertaken and to ensure that these are undertaken or referred to the headteacher or other staff in the school for action as appropriate.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to work in an organised and methodical manner
- Ability to develop and maintain efficient record keeping systems
- Ability to assist with the production of accurate records and reports as required
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to analyse and interpret complex information and make recommendations
- Ability to negotiate

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- A recognised qualification in financial management or equivalent or willingness to work towards.

Essential knowledge

These criteria will be assessed at the application and interview stage

- A good knowledge of the financial workings of a school
- Knowledge of budget management and accounting techniques
- Knowledge of a range of computer applications including financial management systems

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of budget monitoring and account reconciliation
- Experience of producing standard financial reports
- Experience of undertaking a range of clerical and administrative duties, including data input and retrieval

Other essential criteria

These criteria will be assessed at the application and interview stage

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Date (drawn up): November 2009

Name of Officer(s) drawing up person specifications: JM

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No