



**Westcliff High School  
for Boys**

**JOB DESCRIPTION  
BURSAR**



## INTRODUCTION

This is an exciting opportunity for a suitably qualified and experienced accountant to take on an important position at a high performing School. The Bursar is a management level appointment and the successful candidate will be responsible for the operational management of the Accounting office, handling a school budget of approximately £7 million.

The post holder must have the drive and skills to meet the demands of this vital role and a genuine interest in improving outcomes for young people. The Bursar reports directly to the Director of Finance & Accounting and will line manage staff in the Finance Office. There is also some supervision responsibility associated with general administration and Reception.

The Bursar will likely be an AAT qualified accountant, or part-qualified ACCA/CIMA accountant. Applicants with outstanding and/or relevant experience, without such formal qualification, may be considered.

Westcliff High School for Boys is a publicly funded Selective Grammar School and an Academy. The processes of accounting, monitoring, reporting and auditing must therefore be rigorous.

The School accounts are managed through the use of SAGE accounting. The Bursar will work closely with the Director of Finance & Accounting, and the other accounts staff, on a range of accounting duties, including monthly management accounts, and the annual external audit.

The successful candidate will join a School which is in excellent financial health and one in which value for money is a key consideration in its day-to-day operations and all planned developments.

The successful candidate will offer skills in a range of accounting disciplines in order to support the Executive Leadership and Governors in maintaining the financial health of the School. The Bursar will have responsibilities across all aspects of School Finance and accounting. It is therefore a requirement that the successful candidate has a strong background, ideally with some experience of the management of staff, and the ability to work flexibly to ensure important reporting requirements are met in a timely fashion.

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An Applicant Information Pack, and a Support Staff Application Form, are available on our website ([www.whsb.essex.sch.uk/vacancies](http://www.whsb.essex.sch.uk/vacancies))

Applicants should send an up to date CV along with a completed Support Staff Application Form to [office@whsb.essex.sch.uk](mailto:office@whsb.essex.sch.uk)

CLOSING DATE : 4<sup>th</sup> June 2021.

Should we receive sufficient suitable applications for this position, we reserve the right to close the advertisement early.



## **SUMMARY JOB DESCRIPTION:**

### **DURATION**

This is a permanent position.

### **SALARY**

A five-point range equivalent to the Support Staff Pay Scale from Spinal Point 27 – 31 (i.e. £31,346 - £34,728).

### **LINE OF RESPONSIBILITY**

The Bursar is directly responsible to the Director of Finance & Accounting.

### **LINE MANAGEMENT**

The Bursar line manages staff in the School's Finance Office and Reception.

### **HOURS**

The standard working hours for this role are 8.30am to 5.00pm, Monday to Friday, all year round; however, given the level of the position, the Bursar is expected to work the hours necessary to fulfil the responsibilities of the post and his/her responsibilities. This will include working during some evenings to attend meetings, typically two per academic term.

### **JOB CONTENT**

The Bursar reports to the Director of Finance & Accounting and is responsible for operational matters associated with finance.





## Key Responsibilities:

- Check Purchase Orders against budgets; approving & coding.
- Check Purchase Invoices; approving for payment.
- Identify Accruals and Prepayments and prepare their entries.
- Review bank payments and to complete a monthly bank reconciliation.
- To maintain the SAGE 50 accounting system.
- Prepare monthly management accounts, for presentation to the Director of Finance & Accounting.
- Provide regular information to Departments on their costs vs. budget.
- Prepare and submit monthly SAGE 50 VAT returns.
  
- Assist in preparation of Annual Accounts for presentation to the Director of Finance & Accounting, and the year-end file, for presentation to external Auditors.
- Assist in the setting, and the monitoring of the School's annual budget.
  
- Liaise with the Payroll bureau employed by the School, and the Director of Finance & Accounting, to prepare monthly payroll.
- Assist with queries regarding pay, tax, pensions.
- Perform some (monthly/annual) Administrative duties on the School's pension arrangements.
  
- Assist with financial and operational oversight of the School's uniform shop.
- Assist with financial oversight of the School's two catering facilities.
  
- To monitor and review the operation of contracted services and to report on the same.
- To complete certain statutory statistic returns.
- To complete annual Gift Aid return.
- Clerking duties for termly Governing Board and Finance sub-committee meetings (held weekday evenings); this includes helping to set the agenda, attending, and taking minutes.
  
- To undertake such other duties from time to time as the School Leadership or Governing Body might reasonably request.

All staff are responsible for promoting and safeguarding the welfare of students at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement Learner Profile. Job Descriptions are subject to annual review.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

Kenilworth Gardens | Westcliff-on-Sea | Essex | SS0 0BP | 01702 475443

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