



ALDRO



**Assistant Bursar
Full Time from Nov 2022 (or as soon as
possible)**



**ASSISTANT BURSAR
JOB DESCRIPTION**

Job Title: Assistant Bursar
Line Manager: Bursar
Type of contract: Permanent, full -time

Role and purpose

The Assistant Bursar position is designed to assist the Bursar in the operational running of the support functions of the School. As such the role is varied, widespread and demands a large degree of flexibility on the part of the post holder. It is a fulltime role but as we are also recruiting for another position there could be some flexibility, both in terms of hours and which parts of the role, depending on the particular skillset of the candidate.

Responsibilities and Duties:

Finance:

Prepare termly Management Accounts.
Billing, invoicing and recording in Sage.
Prepare monthly payroll.
Assist the Bursar in relation to the preparation and updating of the school budget.
Work with the auditors to ensure that all paperwork is in order.
Take minutes for the Finance and General Purpose Committee Meetings (one a term in school hours).

HR (assisting the Bursar in these matters):

Maintain personnel files on all contracted staff.
Help with maintaining the SCR.
Ensure that right to work checks are carried out.

Administration:

In conjunction with the Bursar, maintain the School's insurance policies.
In conjunction with the Bursar, provide the relevant documentation for Governors' meetings.
Prepare management information for Governors.
In conjunction with the Bursar, archive the minutes of Governors' meetings.
Maintain an accurate record of staff training.

Operational Support:

Coordinate the purchase of items for the School.
Manage the lettings of the school site.

The above list of duties is not intended to be an exhaustive description of the duties required; the Bursar, or any other person appointed to act on behalf of the Bursar, may also reasonably direct that other duties are carried out. What is expected is a high degree of common sense, organisational ability and a capacity to plan well ahead.

**Person Specification**

Qualifications and experience	Essential	Desirable
Educated to A-levels, ideally degree level	✓	
Accounting qualification		✓
Proven track record in a similar role in a commercial, educational or public sector organisation.	✓	
Proven expert knowledge and experience of preparing budgets and accounts.	✓	
Proven organisational and project management skills.	✓	
Self-motivated and able to work independently.	✓	
Able to manage multiple tasks and to prioritise effectively	✓	
Responsive to the delivery of time-sensitive information	✓	
Practical and committed to working in collaboration with colleagues and professional contacts within the education sector to achieve KPI's.	✓	
Able to communicate professionally at a senior level.	✓	
Highly I.T literate – e.g. Word, Excel, Sage and databases.	✓	
Able to build positive working relationships with colleagues and partners & keen to be part of a successful and friendly small team.	✓	
Willing to learn new skills	✓	
Flexible in terms of working hours.	✓	

Salary & Benefits

- £40,000 per annum
- School lunches are available during term-time.
- Attractive pension scheme
- 30 days annual leave plus bank holidays

Closing Date: 10.00am Friday 21st October 2022

(Early applications are advisable. The school reserves the right to interview and appoint before the deadline)

Interviews: Will take place shortly thereafter

Aldro is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post requires an enhanced check from the Disclosure and Barring Service. In line with KCSIE 2022 we will carry out online checks on candidates.

Please email the completed Application Form and covering letter (no CVs please) to the Bursar, Mrs Victoria Smith. Email: bursar@aldro.org

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