



JOB DESCRIPTION: BURSAR / FINANCE MANAGER

March 2025

Report to: Headteacher

Hours: 3 days per week

Salary: Competitive and commensurate with experience and skills

Moorfield School is seeking an experienced school Bursar/Finance Manager. This is an exciting opportunity to play a key role in the financial management of the school. The School's ethos is to provide a happy, secure atmosphere in which children can maximise their potential. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all an enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

Key Responsibilities:

- Assist with the school's financial operations.
- Produce termly management accounts and annual budgets.
- Prepare financial reports for internal and external stakeholders.
- Work closely with the Head, Governors and SLT, in addition to Head's PA, Catering and Cleaning Managers in order monitor expenditure and to provide financial guidance.
- Monitor funding streams and ensure effective financial planning.
- Ensure accurate financial record-keeping and compliance with financial policies.
- Assist with payroll, invoices and other financial processes, handling income and expenditure, ensuring all transactions are recorded correctly.
- Liaise with the Head on all employee contracts.
- Act as Clerk to the Governors responsible for convening meetings, production of agendas and minutes of all meetings. The Bursar/Finance Manager will deal with all administration associated with and required for new governors.
- The Bursar/Finance Manager will liaise with the auditors and be responsible for the production of the Annual Trustees Report.
- Administrative duties including all dealings with Companies House and the Charity Commission.

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Essential Requirements:

- Experience in a finance-related role, ideally within the education sector.
- A finance-related qualification (e.g., ICAEW, CIMA, ACCA) or equivalent experience.
- Strong numerical and analytical skills.
- Proficiency in financial software and Microsoft Office (Excel, Word).
- Excellent organisational and communication skills.
- Ability to work independently and as part of a team.
- Understanding of budgetary planning.

Desirable:

- Knowledge of financial policies, including school funding mechanisms and compliance regulations.
- Experience with school finance systems (e.g., SAGE, FMS, PS Financials).