



Ripon Grammar School

Current Job Description

School Bursar

Key Aspects of Role:

To assist the Headmaster, Leadership Team and Governing Body to discharge their financial and related management duties.

To manage the school's finance systems.

To provide professional advice and support to the Headmaster and leadership team, undertake analysis and offer recommendations in relation to budget forecasting and variance analysis.

Reports To:

Director of Strategic Operations

Terms and Conditions:

25 hpw, Term Time Only plus 5 Training Days plus 2 weeks during school holidays.

NYC Grade J/K [points 27 – 32]

Professional Attributes and Qualifications:

- Level 4 qualification in a finance/business or an accountancy qualification. Alternatively, relevant experience in a school finance role.
- Ability to communicate with staff and stakeholders at all levels.

Specific Responsibilities and Duties:

- To ensure all relevant NYC CYPs finance paperwork is completed within deadlines.
- Ensure adherence to financial regulations and provide advice on these to other staff and leadership team.
- Produce monthly budget monitoring reports from information in financial systems, and investigate variances.
- To present reports to the Headmaster, Leadership team and Governing Body.
- Monthly/annual statutory returns.
- Complete Year End within deadlines.

- Analyse Benchmarking data and present to Headmaster and Governing Body, highlighting issues raised.
- Ensure Best Value is achieved with contractors and suppliers.
- Ensure tender process is adhered to and complies with regulations.
- Annual Budget setting and forecasting. Advise on actions to achieve effective use of school resources.
- Attend the Finance & Personnel Committee meeting twice per term.
- Set up Direct Debit payments for new boarders, monitor payments and report to the Headmaster and Governing Body.
- Manage School Fund account, including recording income and payment of invoices. Recovering Gift Aid on donations and submitting Annual Return to the Charity Commission.

Any other duties as reasonably requested by the Headmaster