

**Bedgrove Infant School**  
**Finance Manager/Bursar**  
**Job Description**

<b>Job Title:</b>	Bursar/Finance Manager
<b>Reports to:</b>	School Business Manager
<b>Role Summary:</b>	
To provide finance support to the Business Manager and Headteacher and to ensure the day-to-day effective financial management of the school budgets and resources monitoring and administering all funds and accounts.	
<b>Key Tasks and activities:</b>	
<b>Finance</b>	
<ul style="list-style-type: none"> <li>• Provide financial advice to the Business Manager, SLT, Head teacher and Governors.</li> <li>• Administer the school finance package SIMS and FMS banking software.</li> <li>• Process orders/Invoices and as well as creating Purchase orders.</li> <li>• Manage purchasing card and the records.</li> <li>• Apply, improve and develop financial statements forecasts and best value procedures.</li> <li>• Assist with the preparation of the annual budget, monitoring return and SFVS return.</li> <li>• Record, monitor and reconcile all expenditure for the school in order to provide accurate accounting records and informed budget planning for the school accounts and to facilitate early identification to avoid any overspending of the school budget.</li> <li>• Report any possible financial irregularities to Business Manager/Head teacher.</li> <li>• Monitor expenditure to ensure that overspending does not occur.</li> <li>• Ensure that all information is processed in accordance with the LA/School Finance Policy.</li> <li>• Provide the Business Manager/Head teacher with sufficient information and to assist in the preparation of annual budgets and help in the decision-making process.</li> <li>• Ensure invoices are appropriately checked and authorised by the SLT and raise payment authorisation for payments to be facilitated, monitoring and recording payments when made and reconcile accounts in order to ensure the school makes appropriate and timely payments to debtors.</li> <li>• Collect income due to the school on time, receipt of all monies on behalf of the school including all banking records in order to provide accurate financial accounts and avoid cash flow problems for the school.</li> <li>• Check the accuracy of payroll information with Business Manager when received and correction of any errors identified.</li> <li>• Complete the financial reconciliation.</li> <li>• Receipt of all monies on behalf of the school including banking and recording.</li> <li>• Assist with audits when required.</li> <li>• Review, update and develop improvements to financial internal control systems in the school and implement any new procedures agreed with the Headteacher.</li> <li>• Order school supplies, ensuring best value practices are maintained.</li> <li>• Track SEN, Pupil Premium, Sports Premium Fund and other grant income</li> <li>• Carry out any other general clerical/financial duties as required by the Business Manager/Head Teacher or other members of Leadership team.</li> <li>• Willing to undertake further training and personal development to the benefit of you and the school.</li> </ul>	

**Other Premises/Business areas of responsibility:**

- Maintain the school's equipment / asset register.
- Premises contract and equipment management

**General administration to include:**

- Breakfast club Management, school uniform management, school clubs
- School trips – creation, costs and booking
- Child care/voucher management (for Nursery/ wrap around care)

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

**General Accountabilities**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the school, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**Key Skills and competencies**

- Sound Financial Management experience.
- Organisational skills.
- Good interpersonal skills.
- Committed to quality and continuous improvement
- Good IT skills including databases, and school's financial systems.
- Excellent communication skills both face to face and on the telephone.
- Accuracy and attention to detail.
- Confidentiality.
- Committed to customer service.
- A team player
- Commitment to quality and continuous improvement.
- Ability to work under pressure.
- Flexible to the needs of the school.

## Bedgrove Infant School - Finance Officer

Essential	Desirable
An ability to communicate confidently & effectively with a variety of people/organisations, orally and in writing.	Experience of working with committees, governing bodies, education authorities, local authorities etc.
To be confident dealing with IT.	A basic understanding of IT maintenance.
A good knowledge of MS Office software.	
A working knowledge of SIMS gained in an educational or local authority organisation.	
Working knowledge of FMS.	
Evidence of strong administrative skills, with an ability to prioritise and time-manage.	Knowledge of school statistical programmes and local authority data collections.
Familiarity with organising and inputting data.	
A working knowledge of basic financial systems and an understanding of basic book-keeping.	A Degree/A finance qualification.
Knowledge of good industrial relations and safe working practices.	Experience of local authority expectations for health and safety.
A friendly, personable manner, putting people at ease and ensuring positive 'first point of contact'.	Knowledge of local organisations and communities.
Strong working knowledge of the internet and email.	Experience with Bucks grid for learning and schools web.
	Familiarity with school systems, procedures and policies.