



Our Lady of the Wayside Catholic Primary School
Learning and growing together, rooted in Christ

Job Description

Job Title:	Finance Bursar
Grade:	C
Accountable to:	Headteacher/Office Manager
DBS Check:	Enhanced DBS Certificate

Job Purpose:

To provide a confidential, professional, and efficient support service in the areas of finance and administration to facilitate the smoothing running of the school. Provision of daily support to Headteacher, Office Manager and administration team.

Role Responsibilities:

Financial Responsibilities:

- To have an in-depth knowledge of the school's financial systems, and adhered to by all key individuals.
- Support the Head Teacher and Central Team in budget planning, forecasting and provide monitoring reports as requested by Our Lady and All Saint's Multi-Academy Finance Team, Headteacher, Governors.
- To be responsible for the processing of transactions on Access including processing orders.
- Responsibility for the school e-payments system (ParentPay) for collection and reconciliation of monies for trips/activities/catering etc.
- Administration of the trip bookings, including collating quotes, confirming budget, sign off with EVC, booking coaches etc.
- To be responsible for the administration and collection of income generated from the Nursery lunchtime wrap-around facility.
- To be responsible for the receipt and banking of all school revenue income ensuring accuracy of coding to comply with Consistent Financial Reporting.
- Process and maintain Early Years Funding claims, updating codes.
- Responsibility for the ordering and maintenance of a wide range of supplies and stocks for the whole school, including refreshments for meetings/events. Thus, includes contact and liaison with suppliers and providers. Collating quotes for items that are over threshold.
- ParentPay and communication with Parents.
- Responsible for the lettings bookings, communicating with the bookers and then sharing information with the Central Team for invoicing.

HR Financial Duties:

- Process staff expenses, overtime and supply timesheets.
- To check the accuracy of payroll runs (twice monthly) and liaise with payroll regarding any discrepancies.
- Booking of supply agency staff, as and when required.

General:

- To be responsible for the accurate filing of all financial data for easy retrieval.
- To make financial presentation at CORE Governor meetings and any other finance meetings, when necessary.
- Liaise with Our Lady and All Saints Finance Team in all aspect of financial transactions, planning etc.
- Use Bromcom to obtain pupil, parents and staff data.
- Support with administration as directed by Office Manager. Regular tasks would include answering the telephone, answering the school intercom, monitoring of school emails, covering of reception desk (when required), attendance registers (as required), communication via ParentPay (including the weekly



newsletter), first aid administration (including bumped head phone calls and administering medicine with a colleague), liaison with parents, pupils, staff and visitors.

- Support with administration tasks requested by Headteacher/Senior Leadership team.
- To be able to organise and prioritise own workload ensuring that all deadlines are met.
- Take initiative in establishing friendly, supportive and positive relationships across the whole school community.
- Support the Central Finance Team as required.

The school office environment is an ever-changing environment and, therefore, the above is not intended to be a complete and exhaustive list of all duties and responsibilities.

People:

Support a team culture within the administration team and other members of staff. Offer a friendly welcome to visitors, parents, pupils.

Safeguarding:

School is committed to keeping children, young people and vulnerable adults safe. Post holder to follow the schools' safeguarding procedures and must not be barred from financial management roles.

Financial:

As above

Training & Development:

The school is committed to the personal and organisational development of employees. The post holder will be encouraged to identify any job-related development needs.

Variations to Job Description:

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school, therefore, retains the right to amend job descriptions to reflect changing requirements.

Mobility:

Whilst this post is initially for a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of Our Lady and All Saints Catholic Multi Academy Company.

Buildings & Equipment:

Report any health and safety concerns to Site Manager or Headteacher.

Health & Safety:

Post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable requests to support the school, management and other employees. School health and safety procedures to be followed.

Information Management:

The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity and in line with data protection guidance and legislation.

Policies & Procedures:

The post holder will be accountable for ensuring that he/she is aware of relevant policies and that all duties and responsibilities are carried out in line with appropriate policies and procedures.

Equal Opportunities:

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Compiled/Reviewed by:

Headteacher

Date:

January 2026



Our Lady and All Saints
Catholic Multi Academy Company
Strong in Faith

Signed JOB TITLE Date
Signed Headteacher Date