



## FRIENDS' SCHOOL SAFFRON WALDEN

### Bursar's Job Description

#### **Finance and Accountancy**

- Advising on general financial policy within the school.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Head or senior academic staff.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body usually via finance sub-committee.
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and Balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years.
- Obtaining advice on investments in consultation with the school's brokers or investment managers.
- Preparing pupils bills and collecting all fees and extras.
- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind.
- Administering pension schemes for teaching and non teaching staff.
- Scrutinising and passing for payment all invoices received in the school.
- Keeping analyses of costs and other statistical records.
- Preparing forecasts for the future financial performance of the school; usually over a period of five years.
- Preparing financial appraisals of particular projects.
- Advising on or obtaining advice on taxation matters generally, including Gift Aid from subsidiary companies to the parent charity. Where appropriate, ensure compliance with VAT regulations.
- Obtaining advice on the financial implications of the charitable status of the school.
- Dealing with the school's income tax and rating assessments.
- Operation of an Advanced (Composition) Fees Scheme.
- Advising on scholarship and bursary funds. Undertaking assessments of parents' income and assets prior to making bursary awards.

#### **General Management and Administration**

- Acting as Clerk to the Governors and Company Secretary
- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability. To act as the Head's adviser on employment matters including disciplinary procedures. Ensuring that the school has appropriate disciplinary and grievance procedures.

- Ensuring that all relevant staff have contracts of employment and keeping the school's standard contracts up to date as new legislation takes effect.
- The employment, terms and conditions of service, supervision and welfare of all non-teaching staff.
- Formulating, monitoring and implementing the school's policy to comply with the requirements of Health and Safety legislation. This could include acting as the Health and Safety Assistant within the school and as Chair of the Health and Safety Committee. Carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.
- Purchasing all goods and services for the school.
- Arranging for staff accommodation and dealing with the letting of property to school employees and third parties; ensuring that the appropriate leases and licenses to occupy are signed by the tenants.
- Letting of school premises to outside organisations.
- Advising on and taking the appropriate security measures within the school, both physical and for staff and pupils.
- Maintaining contact with the statutory authorities and other organisations.
- Catering, which may be contracted out.
- Cleaning, which may also be contracted out.
- The swimming pool and its plant with the need to ensure that proper safety procedures are enforced particularly out of school hours and during the holidays.
- The laundry.
- Sports equipment and facilities.
- Minibuses and transport. Compliance with the regulations for the operation of minibuses; licences; driver training and assessments; servicing and Vehicle Inspectorate Tests.

### **School Buildings**

- Maintenance of school buildings. Preparation of maintenance schedules and keeping of records.
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out.
- The maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- The maintenance of the lighting and ventilation in all school buildings.
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school project managers, architects and builders.

### **School Grounds**

- Upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts.
- Land drainage.
- Maintenance of boundaries, roads, rights of way.

### **Friends' Schools' Council**

- Represent the School on the Quaker Schools' Bursars Group.