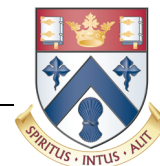
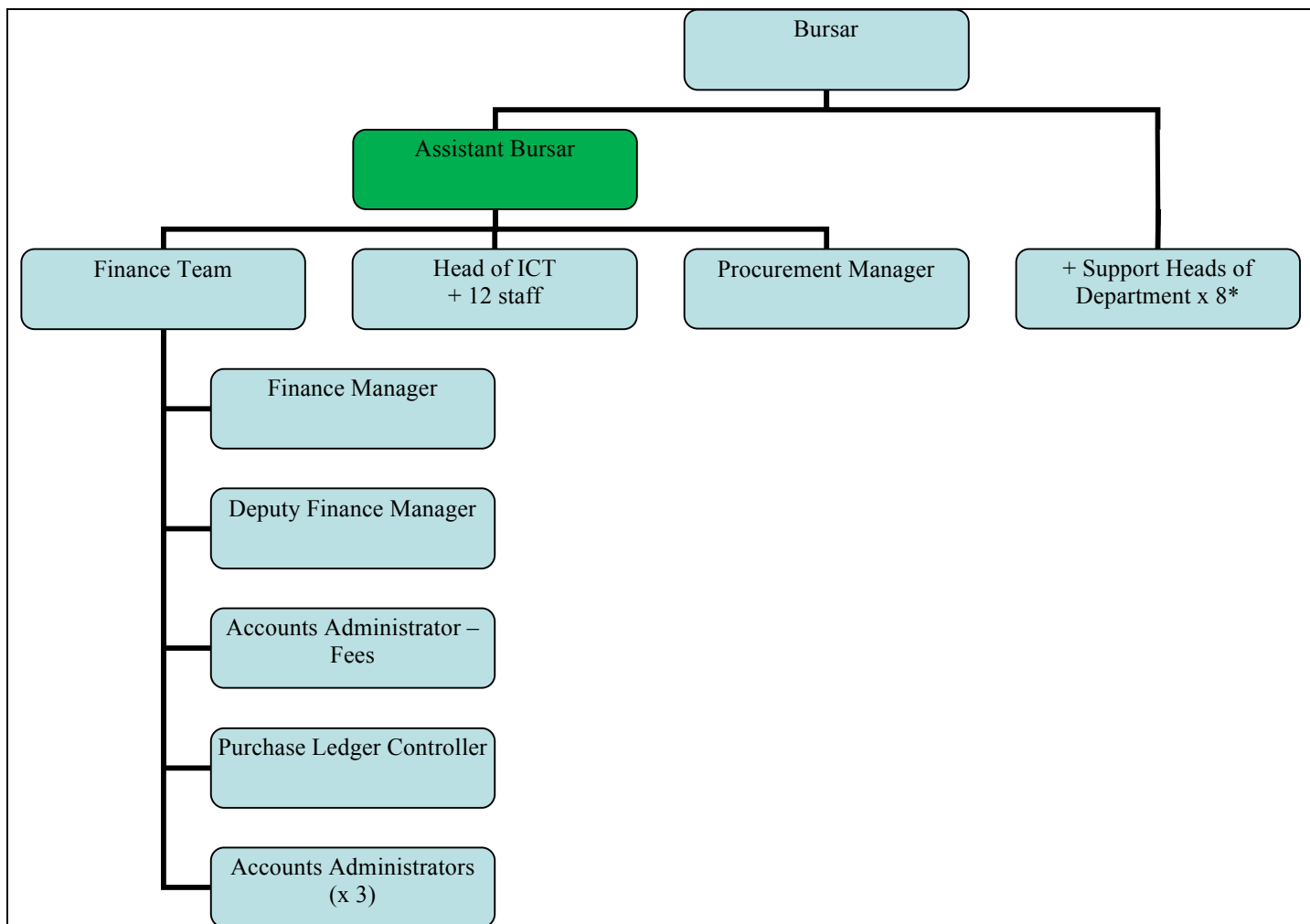


JOB DESCRIPTION



Job Title	Assistant Bursar
Responsible to	Bursar
Department	Bursary
Function	Support
Purpose of job and primary objectives	<p>To assume responsibility for the day-to-day elements of the Bursary function, including all aspects of management of the financial health of the school.</p> <p>Ensuring the proper use of finances and resources in a manner which not only meets any legal obligations laid down by statute, Inland Revenue, Customs & Excise or other Government Authorities but also fulfils the requirements of the College Charter and the accountability and internal control expected of a Charity.</p> <p>To act as Company Secretary to the individual Statutory entities.</p> <p>To drive the College towards achieving a commercial business environment across all Executive operations, through a broad finance and Support staff management remit.</p> <p>Responsible for a range of critical Support functions – Finance, ICT and Procurement in the first instance, but with the flexibility to develop and extend this remit in the future – including the setting and management of budgets in these areas.</p>
Main Duties	<p>Financial Management (through direct and regular liaison with the Bursar and utilising the direct reports of the Finance Team):</p> <ul style="list-style-type: none"> • To provide day to day management of the operations of the College • To provide information to the Bursar and agree priorities and actions and to support the delivery of the five year plan of the College as determined by CEC, the Council and Development Trust • To ensure the accurate and timely production of the management accounts, through review with the Finance Manager and Bursar with direct responsibility for budget, cashflow, project reporting, forecast and commentary before submission to CEC and the Council where appropriate. • To prepare the Budget each year, working with the Finance Manager, Bursar and CEC to ensure the budget is accurate, achievable and appropriate to meet the needs and aspirations of the College. • To prepare a five year plan for submission to the Audit and Finance Committee in May each year and to meet Bank covenants. • To review the Balance Sheet and assess the need for provisions, management of short term and long term liabilities. • To prepare the statutory accounts for the College and its subsidiaries (including the pension scheme) at the end of the year with the assistance of the Finance Manager. • To manage the tax affairs of the College and its subsidiaries. • To have overall responsibility for the VAT affairs of the College, providing advice to CEC and budget holders on the best approach to be taken. • To work with all departments of the College to ensure the optimum level of integration and automation between finance systems and the School Shop, Works Department, Catering Department, CCSL and the Development Trust to enable clear reporting. • To ensure the necessary and appropriate level of controls are operated by the accounts function. To update the finance manual within the College Staff manual to reflect current requirements. • To work with budget holders to ensure that any risks or opportunities are identified early and action taken by the budget holder and to keep the Bursar informed as appropriate and

	<p>to update the Forecast.</p> <ul style="list-style-type: none"> • To ensure the smooth running of the accounting for the Development Trust, the individual bequests are understood and used appropriately and Gift Aid is collected promptly and allocated to the appropriate reserves. • To work with the trustees to ensure the smooth running and wind up of the defined benefit Pension Scheme, calculate inflation link on non-inflated elements of the pensions. To be a member of the review body for the defined contribution scheme for support staff. • To have day to day ownership of all insurance matters for the College and liaison with brokers, insurers, Estates Department and working with the transaction team to ensure accounting and reconciliations are complete. • To own the relationship and manage banking matters for the College including BACS, DDs, CCSL, Fees, online and internet payments. • To work with the Procurement Manager to ensure the best value for money is obtained on all areas of the budget including the financial management of the College. • To keep the Bursar informed of all financial matters affecting the College or with potential impact. • To keep abreast of developments in the Charity Sector and the financial/reporting implications and to keep the Bursar and Head Master informed as appropriate. • To undertake other reasonable requests as set out by the Bursar. <p>Senior Support Management – oversight of designated Support departments, and line management of (initially) 3 Support Heads of Department (HoDs) – Finance, ICT and Procurement:</p> <ul style="list-style-type: none"> • Day-to-day management, guidance and support of direct report HoDs • Support and drive designated HoDs to successfully deliver high standards in each of their areas, maintaining, continuously developing and improving their provision in relation to the College’s support services. • Support HoDs to resolve problems and obstacles and thereby ensure optimum use of their resources – human, financial and physical/environmental. • Regular 1-2-1 meetings with Support HoDs, discussing, setting and reviewing targets and achievements. Annual appraisals. • Review and identification of individual and team development needs. • Providing guidance to HoDs on preparing and monitoring their annual budgets. • Ensuring HoDs comply with all policy and legislative requirements, whether financial, tax, contracts, Health and Safety, or employment.
Supervisory and managerial responsibilities	<p>Responsibility for the whole Finance function (reporting to the Bursar) along with 3 direct reports in the Support Heads of Department for Finance, ICT and Procurement.</p> <p><u>Organisation Chart:</u></p>



* Estates, Catering, Facilities, Grounds CCSL, HR, Marketing, Development

Person Specification

Criteria – qualifications and experience

- Must be financially qualified; preferred qualifications are ACA/FCA, ACCA/FCCA or CIMA.
- Strong technical financial management ability, encompassing budgeting, forecasting.
- Experience of working in a senior finance role outside the Education sector in Commerce/Industry – operating either at FC or FD level currently. Experience within a commercial, modern, progressive and profit-focused environment is essential.
- Experience, as a senior Finance Manager/Director, of ‘multi-functional’ responsibility across other areas such as IT, Facilities, Health/Safety, Procurement.
- Strong and proven team management ability, ideally where reports and direct reports are multi-functional and demographically diverse; from senior executives to more junior staff.
- Excellent and demonstrable project/programme management experience and ability - where budgets, timescales and quality parameters need to be set and managed.

Criteria - skills

- Strong people skills; able to assert expertise where necessary; but able to temper knowledge/opinions with a team orientated approach, across a diverse direct and indirect team.
- A positive, enthusiastic, proactive personality – able to assist the Bursar in developing a vibrant and commercially progressive style/culture across all Support departments.
- A problem-solver; able to take ownership of projects and problems which arise.
- Able to persuade and influence (upwards as well as downwards) in a diplomatic and personable manner.

	<ul style="list-style-type: none"> • Collegiate in approach; able to work effectively as a team player. • High level of personal and professional credibility.
Special working conditions	The College operates a non-smoking policy under which, except for a restricted number of designated areas, smoking is not permitted in public areas, teaching or working areas within its buildings.

This job description is a brief and concise description of the above job.

Date.....January 2012.....

Prepared by.....Maria Hanks.....

Approved by.....Louise Hanson.....