



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Bursar 3

**School:** Laughton CP and Firle CEP

**Grade:** [Single Status 8](#)

**Responsible to:**

**Purpose of the Role:**

To act in support of the headteacher as an administrative and financial manager for the school.

**Key tasks:**

1. Provide all information required for the preparation of the school's medium term budget plan, and to prepare the budget plan for approval by the headteacher.
2. Monitor school income and expenditure against the approved budget, drawing the headteacher's attention to any causes for concern and recommending appropriate action.
3. Act as Systems Manager (Finance) using the computerised system installed at the school.
4. Responsible for all monies received by the school, ensuring that appropriate accounting procedures are adopted, understood and followed by staff at the school.
5. Maintain and administer all financial accounts, including petty cash and School Fund, associated with the school.
6. Maintain financial records in accordance with the requirement of the County Council and the DfE, ensuring that appropriate information is maintained to enable required forms and records to be submitted within deadlines.
7. Identify ways in which school income could be maximised by the letting of school premises, arranging lettings in liaison with the headteacher, caretaker and hirer, and to facilitate meter readings in the absence of the caretaker.

8. Take a leading role in analysing all guidance, advice and instructions received from the County Council and the DfE on finance and to advise the headteacher and governing body about general responsibilities or actions to be taken.
9. Facilitate the internal audit of school accounts and arrange external audits as required by governing body.
10. If required, to attend meetings of the Governors' Finance Sub-Committee to present financial information and make recommendations to them.
11. Organise supply teachers.
12. If required, to line manage other employees in the school office.

## PERSON SPECIFICATION

### Essential education and qualifications

- [QCF Level 2](#) in Maths and English or ability to pass assessment at interview.
- A recognised formal qualification in basic accounting or equivalent
- A recognised qualification in financial management or equivalent

### Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to work independently demonstrating initiative and proactivity
- Ability to contribute to school business planning
- Ability to act as Systems Manager for the school
- Ability to develop and maintain efficient record keeping systems
- Ability to analyse and interpret complex information and make recommendations
- Ability to problem solve
- Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc
- Ability to negotiate 'best value' with suppliers
- Ability to communicate with a range of audiences including colleagues, governors, officers of the County Council and suppliers
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Knowledge of the financial workings of a school.
- Knowledge of budget management and accounting techniques.
- Knowledge of a range of computer applications including financial management systems.
- Experience of budget monitoring and account reconciliation.
- Experience of producing a variety of financial reports including detailed management accounts.
- Experience of undertaking a range of administrative and technical duties, including data input and retrieval
- Ability to demonstrate commitment to Equal Opportunities.

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

**Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Knowledge of facilities and premises management.
- Knowledge of employment law.

**Document version control:**

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Name of person created/amended document:

Job Evaluation Reference:

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No