



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Assistant Bursar
Reporting to:	Bursar
Hours:	Full Time
Summary of the role:	Reporting to the Bursar, the Assistant Bursar provides extensive support to the Bursar in all areas of financial and management accounting, including forecasting, accounting, tax matters, payroll and credit control. The overriding task is to assist the Bursar and Headmaster to achieve financial targets set by the Governing Body
Line management responsibility for:	<ul style="list-style-type: none"> • Direct Line management of the Accounts Department, including staff recruitment, appraisal and training • Management of outsourced contracts (catering and uniform shop)
Main duties and responsibilities:	<p>LINE MANAGEMENT DUTIES:</p> <ul style="list-style-type: none"> • To manage the accounts department, including: advising on optimum staffing levels; conducting annual appraisals and setting objectives, recommending training and proposing and implementing efficiency improvements. <p>FINANCIAL ACCOUNTING DUTIES:</p> <ul style="list-style-type: none"> • To oversee all accounting functions, including nominal, purchase and billing ledgers • To be responsible and ensure compliance with relevant statutory and internal regulations and procedures including, but not limited to, PAYE, VAT and Pension schemes. Ensure necessary statutory and other returns are produced in an accurate and timely manner. • Preparing of annual financial statements to conform to all relevant regulatory and statutory requirements, specifically those relating to Charities (FRS102). • Provision of financial information to the external auditors to ensure successful completion of the year-end audit such that there are no material control issues or accounting errors identified through the audit process. • Raising accurate fee invoices and timely collection of fees. Investigation and resolution of fee invoice enquiries. Credit Control duties in liaison with the Bursar and Headmaster. Provide regular debtor analysis to the Bursar, Headmaster and Governors' Finance Sub-Committee and referral to legal as necessary. • Ensure all revenue is properly documented and all supplier purchases and invoices are properly controlled • Ensure that the Fixed Asset register is accurately maintained and associated calculation and accounting for depreciation.

- Supervise supplier payments and staff expenses reimbursements, authorising and initiating BACS payments.
- Utilise on-line banking facilities as necessary (including overseas currency payments). Authorised cheque signatory.
- Oversee petty cash management, along with expenses and claims and undertake banking of cheques/internet banking as required.
- Liaise with the College Bank as necessary.
- Oversee all aspects of accounting for the College's trading subsidiary, Old Hall Enterprises Ltd.
- Update the accounting ledgers on a day-to-day basis using PASS software ensuring all ledgers and databases are maintained accurately.
- In accordance with month-end and year-end timetables and with the support of other members of the Accounts Department, undertake bank, sales ledger and purchase ledger reconciliations, other balance sheet account reconciliations and review these with the Bursar.
- Management of the finance system, including appropriate period-end routines and co-ordinate system updates in liaison with the Network Manager and software supplier.
- Assist the Bursar with any ad-hoc finance issues including liaison with nominated professional consultants employed on financial or other matters from time to time on behalf of the Bursar.
- Routine administration including: record-keeping; archive control, filing, ordering cheques and invoice stationery.

MANAGEMENT ACCOUNTING DUTIES:

- Ensure the timely and accurate preparation of monthly management accounts, including income and expenditure, balance sheet and cash flow reports. Provide detailed Monthly Management Accounts and commentary to the Bursar, Headmaster and Governors' Finance Sub-Committee
- Prepare termly forecasts for current and following year. Review outcomes with the Bursar and Headmaster prior to presenting to the Governors' Finance Sub-Committee.
- Undertake the annual budgeting and review process, communicating budget allocations to managers.
- Prepare regular internal reporting for distribution and review by budget holders. Review departmental expenditure and regularly meet with budget holders to explain variances and ensure budgets are not exceeded.
- Provide explanations for variances from budget. Highlight areas of concern to the Bursar and Headmaster.
- Preparation of reports for Governors' Finance Sub-committee meetings.
- Respond to accounting queries from staff, referring to the Bursar where necessary.

MANAGING THE COLLEGE PAYROLL FUNCTION:

- Check monthly Payroll for accuracy.
- Understand and ensure effective implementation of standard calculations for payroll including statutory payments.
- Oversee the monthly payroll for all staff, including information required by HMRC and Pension providers.
- Ensure payments to staff, HMRC and Pension Providers are made in accordance with required timeframes and legislation.
- Administer the College pension schemes, including all necessary returns at month and year ends.

	<ul style="list-style-type: none"> • Liaise with the College’s appointed Independent Financial Advisors. • Completion of statutory returns as required by HMRC. • Respond to payroll queries from staff, referring to the Bursar where necessary. <p>OUTSOURCED CONTRACTS</p> <ul style="list-style-type: none"> • Oversee the Catering Contract. Attend monthly meeting with the Area and on-site Catering managers and deal with day to day operational issues as necessary. • Oversee the contract for the Uniform Shop and liaison with the contractor as appropriate.
Other Responsibilities	<ul style="list-style-type: none"> • Other duties of an appropriate level and nature as and when requested by the Bursar, Headmaster and Senior Leadership Team.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.