

Job Specification

Bursar's Assistant

Overall Responsibilities

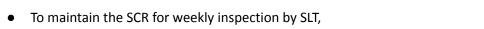
- To adhere to the School's Child Protection and Safeguarding Policy,
- Accountable to the Bursar, they should work closely and collaboratively with colleagues to support the Bursar, Headteacher and Governing Body in fulfilling the School's Vision,
- To support the Bursar in the day-to-day running of the Bursar's office,
- To support the day-to-day running of the School Office.

Particular Responsibilities

- To effectively run and maintain the School Uniform shop,
- To support with finance and purchasing tasks,
- To support with HR/personnel tasks,
- To support with general administration,
- To support with coverage of the School Reception,

Key Tasks

- To complete bank reconciliations,
- To allocate receipts and manage debtors,
- To issue statements and follow-up with outstanding invoices,
- To respond to email invoice queries,
- To manage the purchase ledger and produce purchase orders in line with the authorisation process,
- To monitor spend against budget,
- To prepare aged creditors for authorisation,
- To enter income from Parentmail, recording it to customer accounts and allocating payments received,
- To manage stock levels and reorder when required, ensuring held stock is within budget,
- To issue documentation for new staff and leavers,





- To manage attendance and training records,
- To collate and input data for payroll processing,
- Such other duties that the Bursar may reasonably and from time to time require.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE

It may be subject to change if and when required by the Bursar