

Brighton Waldorf School

Job Description

Bursar

Place of Work:

Brighton Waldorf School, Roedean Road, Brighton BN2 5RA

Times of Work:

1-2 days a week. Hours to be discussed at interview stage

Remuneration: £20,500 pro rata

Closing Date: Until Filled

Contract: Permanent

Probationary Period: One term

Interview Date: TBC

How to Apply:

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to: admin@brightonwaldorfschool.org

www.brightonwaldorfschool.org

The Brighton Waldorf School, Roedean Road, Brighton, East
Sussex, BN2 5RA Tel: 01273 386300 Email:

enquiries@brightonwaldorfschool.org Company Limited by Guarantee

No. 2395378. Registered Charity No. 802036

Reporting to – School Leadership Team and Board of Trustees

Role Purpose

Primary focus is to oversee the Finance function at the school to ensure the school's future development is funded and meets all statutory requirements. The bursar has a key role in the core management of the school. The role is key to ensuring an effective and sound financial operation and the financial well-being of the school. It is important to have and maintain good relationships with SLT and Trustees, the parent body and external stakeholders such as banks and auditors.

Key Activities/Responsibilities/Essential Skills

- To maintain an overall consciousness of the financial management of the school, consistent with the school's ethos.
- Ensure robust financial planning and operation for the whole school including forward financial planning and longer-term funding plans.
- Drafting the annual budget for discussion and agreement with SLT and the Trustees including helping prepare annual budgets for mandate groups and other appropriate areas of the school.
- Drafting annual cash flow to work with the budget and highlighting times of shortfall that may need planning
- Be involved in financial forecasting of 5-year plans and the school's Development Plan.
- Take overall responsibility for keeping accurate accounting records according to current statutory guidelines and make all required periodic returns.
- Work with the bookkeeper to manage any ongoing queries or difficulties and provide general ongoing support.
- Prepare accurate monthly financial reports for SLT and Trustees, especially highlighting areas of concern.
- Prepare and distribute management accounts and cash flow for the month.
- Provide management reports to management on level of debtors
- Attend Trustee meetings as and when required.
- Review financial procedures to ensure they meet the needs of the school and statutory requirements.

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- In conjunction with the Bookkeeper hold financial/commitment interviews with new parents as required and in line with current policy
- Monitor parental contributions and report issues to be reviewed by SLT and Trustees
- Attend SLT meetings

Technical Skills

An accounting qualification and proven experience in finance up to preparation of year accounts is essential

Must have experience of working with accounts and payroll software packages, including Xero and Excel.

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Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website
<https://www.brightonwaldorfschool.org/>

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If there is any reason you are not able to email your application, please state why, and send by post to:

The Administrator
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA

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