



POSITION DESCRIPTION

LOCATION: Assistant Bursar's Office, Main School Building, Five Oaks, St Saviour

REPORTS TO: Bursar

JOB SUMMARY:

The Assistant Bursar has responsibility for the efficient and effective organisation and operation of all functions of the billing, collections, payments, record maintenance and the coordination of these functions with the Bursar's Office

KEY RESPONSIBILITIES:

- Under the direction of the Bursar, perform the termly fee invoices to parents.
- Liaising with the Registrar to ensure parent records are accurate, enabling correct invoicing for all pupils on the roll.
- Assisting with the receipt of payments, cheques and cash and the preparation of the banking thereof.
- Participate in the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and other departments.
- Running the school payroll system and monthly salary run.
- Manage the collections process, including but not limited to sending collection letters.
- Prepare and constantly update the Bursar's Office Procedures Manual.
- Opening and distributing the bursary post.
- Co-ordinating all purchases for the school (including invoice payment by BACS or cheque).
- Performing bank reconciliations.
- Other duties as assigned by the Bursar, including archiving, administrative support and sports hall hire.
- When required, assume full responsibility of the department in the absence of the Bursar.

QUALIFICATIONS/EXPERIANCE:

- Experience dealing with the collection and disbursement of funds required.
- Experience working with an integrated financial computer system is required, preferably Engage and/or Sigma; training will be available if needed.
- Must be a self-starter with the ability to organize and coordinate workloads in a timely and effective manner.
- Must have strong interpersonal skills.
- Must be able to establish and maintain positive and productive working relationships within the Office and with all other members of staff and external agencies.
- Strong oral and written communication skills are essential.



SAFEGUARDING AND CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to

and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any

actual or potential risks to the safety of welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify

particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

PROCEDURE FOR APPLICATION

Applications should be made by way of a covering letter with attached Curriculum Vitae and posted or emailed (bursar@stmichaels.je) to The Bursar, St Michael's Preparatory School, La Rue de la Houquette, St. Saviour JE2 7UG by noon on **Friday 5th February 2021**.

The selection panel will compile a short list of candidates for interview and those selected will be notified by **Monday 8th February** and we am to conduction interviews that week, subject to availability.

All candidates are welcome to contact the current post holder, Mrs Andrews (accounts@stmichaels.je), for further clarification of the roles and responsibilities.

A conditional off of appointment will be made a soon as possible after the interview process. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work before **1st March 2021**.