



St David's College
Independent Boarding & Day School, North Wales

Assistant Bursar – Job Description

Reports to: the Bursar

Responsible for:

- All aspects of Payroll Management
- All Nominal Ledger Transactions
- Administration of the Fixed Assets Register
- Monthly Salaries Journals
- Termly and Year End Accounts (journals, prepayments and accruals)
- Processing Bank Transactions on Oasis and through the bank and bank reconciliations
- Monthly Bank Reconciliation
- Monthly Cash Flow Report

Job Summary

Monthly

- Processing and Payment of the Monthly Payroll
- Salary journal
- Nominal Ledger /Purchase Ledger amendments /journals
- Bank reconciliation with any adjustments/follow ups
- Cashflow Report and income expenditure analysis

Termly Dec/April/September and any other periods as required

- Fixed assets/depreciation & journals
- Audit Schedules
- Prepayments and accruals for period
- Stock journals

Year End (as above for Termly plus the following)

- review of fixed asset register for disposals as at 31st August
- close down accounts for the year and prepare for audit
- Operating Leases reporting
- Schedules and Reports for Audit and requests for information

Ad Hoc

- OASIS reports for Bursar as required
- Purchase ledger adjustments
- Foreign cash floats
- Instruct bank transfers and BACS payments as required
- ONS surveys
- Suppliers credit references/Agent references (to introduce overseas students to SDC)
- Liaise with Estates Manager re Health and Safety issues/ risk assessments
- Any other task required by Bursar

The Assistant Bursar will be required to undertake any other duties appropriate to the role, as required by the Bursar, the responsibilities outlined in this job description are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

PERSON SPECIFICATION – Assistant Bursar

Headings	Essential	Desirable
Personal Circumstances	Able to work flexibly and work the necessary hours to meet the demands of the position	School experience
Personal Attributes	<p>A positive and good-humoured nature.</p> <p>Ability to deal with sensitive matters professionally and confidentially.</p> <p>Team Player.</p> <p>Remains calm under pressure.</p> <p>Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving.</p> <p>Excellent organisational skills.</p>	
Educational qualifications	<p>A recognised accountancy qualification</p> <p>or</p> <p>5 years minimum proven equivalent professional experience in a responsible accounting role.</p>	

<p>Skills, abilities and experience</p>	<p>Previous experience of all aspects of running a monthly Payroll.</p> <p>Previous responsibility for the operational planning, organisation and co- ordination of a number of time-critical processes and procedures.</p> <p>IT literacy: proficiency in the basic functions of MS Word and experience of using MS Excel at an intermediate to advanced level.</p> <p>Communication: ability to liaise with staff at all levels both verbally and in writing.</p>	<p>Experience of accounting in a School</p>
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<p>Child protection</p>	<p>Commitment to the protection of children and young people.</p> <p>Willingness to work within the school's Child Protection guidance for staff and follow relevant organisational procedures.</p>	
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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.