Isle of Wight Council
Job Description

Identifying Facts	
Title of Post: Bursar or Finance Manager / Officer	
Directorate: Education	Post No:
Section: Management and Administration	Date: 14 May 2014
Responsible to: Headteacher	

Job Purpose

To organise and supervise administrative systems within the school. To contribute to the planning, development and monitoring of support services and management of support staff.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.

2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

3. Take a lead role in planning, developing and monitoring of support systems, procedures and policies.

4. Manage administrative, caretaking, cleaning staff and MSAs, including recruitment, induction, appraisal and training.

5. Assist the Headteacher and Governing Body with the management of administrative systems, policies and procedures.

6. Assist with the management, monitoring and recording of expenditure.

7. Responsibility of the management of the care and maintenance of school buildings.

8. Be responsible for and complete complex returns / surveys.

9. General administrative duties.

Strategic Financial Planning Service consisting of:

10. Offering budget advice and assistance to both the Headteacher and Governors with the setting of an annual budget plan and revisions as required during the financial year.

11. Reconciling the accounting data supplied by the payroll providers and the school's account system (SIMS) and resolving any differences.

12. Keeping the Headteachers informed of any major spending variations identified as a result of analysing monthly spending information or through changes in circumstances.

13. Attending Finance Committee and where appropriate, full meetings of the Governing Body.

14. Reconciling the school bank account(s) and resolving any anomalies.

15. Assisting the Admin Officers of the school with the provision of data to the payroll provider in respect of salary points, conditions or service etc., to ensure the correct payment of salaries.

Financial Help Consisting of:

16. Giving oversight to payment routines to ensure that the recording of expenditure within SIMS and the LEAs or school service provider's accounting system is accurate. In addition, ensuring that expenditure is minimised through seeking 'good value for money'.

17. Ensuring that SIMS shows all relevant accounting transactions where expenditure is funded from sources other than the delegated budget.

18. Maintaining links with the LEA and other service providers to the school.

19. Providing the financial information required by Ofsted, auditors and other agencies and discussing (and resolving) any matters arising.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.