

# HANFORD

## Job Description

**Role:** Assistant Bursar (Finance)

**Responsible to:** Bursar

**Contract Type:** Part-time, permanent

**Hours:** 2.5 days per week Monday - Friday, 40 weeks per year

**Purpose:** To assist the Bursar in the financial management of the school and administration of the day-to-day accounts.

**Duties include, but not limited to:**

- Manage the day-to-day financial function of the school, liaising with the Bursar, staff, parents and Governors.
- Reconciling the bank accounts.
- Processing invoices for staff reimbursements.
- Processing BACs payments.
- Issuing sales invoices and calculating extras charges for termly bills.
- Managing petty cash, credit control and cash flow.
- Produce monthly financial management reports and assist with budget planning and financial forecasts.
- Liaise with Payroll and Pension provider to produce the monthly payroll. Calculate and input the monthly payroll journal.
- Journal entries.
- Liaise with accountants and prepare documents for the annual audit.
- Submit Gift Aid returns, pension returns, and annual finance returns.
- Liaise with staff organising trips, including ordering foreign currency and assist with budgeting.
- Manage petty cash and card machines for school events.
- Other duties deemed appropriate when requested by the Head, the Governors or the Bursar.

AB(F) May 2023