**Post title: School Bursar – Newport**

**Hours: 7.5 hours (one day) per week, Term-Time (38 weeks)**

**Salary Scale: Hay Grade 9, £5,489 - £5,995 per annum, actual**

**Responsible to: Business Manager**

**Job Description**

**Purpose of Role:**

To work alongside the School Business Manager to organise and supervise financial systems within the school.

**Main duties:**

* Take a lead role in planning, developing and monitoring of finance systems, procedures and policies.
* To contribute to the planning, development and monitoring of the school budget.
* Assist with the management, monitoring and recording of expenditure.
* Responsibility of the management of the financial support towards care and maintenance of school buildings.
* Be responsible for and complete complex returns/surveys.
* Any other duties commensurate with the grade of the post.

**About you**

* Relevant financial and budget management skills, and evidence of practical application of these, including the use of relevant systems
* Relevant finance qualification
* Excellent organisational skills and standards in quality of work, with the necessary discretion when dealing with sensitive and confidential data
* Excellent communication skills, with a flexible approach to forming productive relationships with students, parents and colleagues.

**About Us**

In the community of St George’s School everyone is considered as an individual and is valued equally. Everyone is made to feel welcome and has a voice.

Our school is a safe place to achieve, have fun and to develop skills towards individual, informed paths as we leave school and move forward in life. We learn to make choices for now and the future and to become as independent and self-sufficient as possible taking our place in society as part of Modern Britain.

We do our personal best and celebrate our achievements however large or small. As a team we experience the world and work towards achieving our goals and dreams and being the best we can be.

**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.*