

## **Position: School Bursar**

**Location:** Remote, with occasional in-school meetings as required. West Newcastle Academy, Benwell, Newcastle upon Tyne, NE4 8QP.

**Contract Type:** Permanent, part-time, term time only

**Working Pattern:** 3 days (22.2 hours) per week, 38 weeks term time plus 3 additional days worked during school closure, as directed by school. Flexible working arrangements available

**Salary:** FTE salary £48,710 - £52,805. Paid salary would be £25,854 - £28,027 (Local Government Grade 14, Spinal Column Points 39-43). Pay award pending.

**Reporting to:** Head teacher

**Start date:** We expect the role to start mid-October 2025

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## **About Us**

We are a small, friendly, and vibrant single-form-entry primary academy dedicated to nurturing a caring and inclusive environment where children thrive.

Our vision is that all children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.

## **The Role**

We are seeking an experienced and proactive accountant to play an important role in the financial management and strategic planning of our school. This hands-on position involves responsibility for day-to-day financial operations as well as supporting the Head teacher with financial stewardship and decision-making.

This is an excellent opportunity for a skilled finance professional, who is looking for a flexible, part-time role with a meaningful purpose in the education sector.

## **Key Responsibilities**

### **Financial Management**

- Prepare financial reports for the Head teacher and Governing Body, including management accounts, budget monitoring and variance analysis.
- Lead on the development and management of the school's annual budget and three-year financial plan.
- Maintain a strong financial control environment within the limitations of a small administrative team, ensuring compliance, accuracy, and effective risk management.

- Carry out all aspects of transactional finance, including budgeting, forecasting, cash flow management, purchase-to-pay process, invoicing, bank reconciliations, VAT and month-end processes.
- Ensure accurate maintenance of financial records in line with statutory and audit requirements.
- Liaise with the outsourced payroll provider, thoroughly review the monthly payroll reports to ensure accuracy and resolve any discrepancies.
- Complete and submit all statutory financial returns accurately, on time and in compliance with Department for Education (DfE) requirements.
- Ensure compliance with the Academy Trust Handbook and financial regulations.
- Serve as the main point of contact for external and internal audits, coordinating and supporting all audit activities to ensure a smooth and efficient process.
- Undertake other tasks as directed by the Head teacher or Governing Body that are commensurate with the scope and responsibilities of the role.

### **Strategic Support**

- Advise the Head teacher and Governors on financial strategy and sustainability.
- Provide input into procurement decisions and ensure value for money in all financial activities.
- Contribute to funding bids and income generation strategies.
- Attend Governor committee meetings.

### **Person Specification**

#### **Essential**

- Significant experience in financial management and accounting.
- Qualified accountant (ACA, ACCA, CIMA or equivalent).
- Strong understanding of budget preparation, monitoring, and financial planning.
- Ability to work independently, manage priorities, and meet deadlines.
- Confident communicator, with excellent written and verbal communication skills.
- High level of attention to detail and accuracy.
- Proficient in Microsoft Office packages, including advanced Excel knowledge/skills.
- Commitment to continuous professional development.

#### **Desirable**

- Experience working in an education or academy setting.
- Knowledge of school financial systems (Sage 50, Arbor, ParentPay).

## What We Offer

- Opportunity to make a real impact in a small, community-focused primary school.
- Flexible, part-time working (3 days per week, term time only).
- Fully remote role with supportive school leadership.

## Application Process

Interested candidates should submit a completed application form, along with a supporting statement addressing the person specification, to [wna-admin@westnewcastleacademy.org](mailto:wna-admin@westnewcastleacademy.org) by **Tuesday 9 September 2025**. Interviews expected to be scheduled during week commencing 15 September.

West Newcastle Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.