



JOB DESCRIPTION

REFERENCE NUMBER:	AP314
JOB TITLE:	Bursar (Financial Manager)
DIVISION:	Support Services
LOCATION:	Eastern Cape
REMUNERATION:	Highly negotiable package
KEY RESPONSIBILITIES:	<p>Responsible and accountable for the day-to-day management and strategic direction of the finances of the school under the direction of the Business Manager, Senior Executive and Council.</p> <p>Provides sound financial management of the school and line management of the activities of the finance, administration and HR support functions.</p> <p>Designs, develops and operates the financial and administrative procedures, systems and reporting of the school.</p> <p>Provides HR administrative support to the school.</p>

Leadership and Strategic responsibilities (15%)

- Play an active part of the Senior Management/Leadership Team and attendance/participation at Senior Management, Council and Council sub-committee meetings.
- Take delegated responsibility for the Finances of the school.
- Line Management of the Finance, Administration and HR Support staff.
- Foster sound working relationships with key internal stakeholders (Senior Management Team, Council and one other associated Management and Finance team) and external providers (bankers, investment managers, auditors, insurers and tax advisors.)
- Ensuring the establishment and maintenance of appropriate finance and administrative structures/infrastructure, systems, processes and reporting that support the optimal functioning of the school.
- Ensuring the development and implementation of policies relating to finance and administrative services.
- Participation in and support for the shared services model with one other associated school, with particular reference to finances, financial administration and financial structures.



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Financial Management (65%)

- Prepare for approval by the Business Manager, Head and Council the annual estimates of income and expenditure. Obtain agreement of budgets, and monitor accounts against budgets.
- As part of this budget process, propose annual fee increases and structures for Council approval.
- Prepare regular management accounts for budget holders and report on the financial state of the school to the Head, Senior Management Team and Council.
- Monitor and report on key financial performance indicators as per annual budgets and medium term financial plans.
- Identify, monitor and report on key financial risk indicators.
- Advise Senior Management and Council on financial policy, preparing financial appraisals for particular projects and developing a long-term financial strategy for the future development of the school.
- Ensure compliance/working towards compliance with the financial management standard in schools. Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the senior management team accordingly.
- Manage the school accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review.
- Monitor all accounting procedures and resolve any problems, including:
 - Ordering, processing and payment for all goods and services provided to the school
 - Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Maintaining an assets register
 - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts, and
 - Liaise with parents with regards to outstanding fees.
- Prepare the annual financial accounts and liaise with the school's auditors in the preparation of the school's annual Financial Reports.
- Manage the relationship with the school auditors.
- Develop and provide appropriated and usable detailed management accounts and narratives for the Senior Executive and the Council according to an agreed schedule, reporting immediately any exceptional problems.



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- Actively manage the cash flows and resources of the school to optimise the use of funds and provide monthly cash flow updates and regular forecasts.
- Manage the financials and reporting on capital projects, and ensure that these project costs are incorporated into the various cash flow and budget models.
- Prepare all financial returns for Local Authorities and other central and local government agencies within statutory deadlines.
- Deal with the school's rating assessment and advise on the financial implications of charitable status with respect to the current and any future tax legislation.
- Liaison with local government (Municipality) and service providers and monitor issues as they relate to fees and charges (for example, rates and taxes; utility and municipal service charges).
- Monitoring and optimisation of all income streams, within the ethos of the school.
- Provide support and the necessary financial reporting to Council and Council Sub-Committees (for example, Executive Committee ["EXCO"]; Finance Committee ["FinCom"], Development Committee ["DevCom"]; Investment Committee, Remuneration Committee and Bursary Committee) in order that they may fulfil their duties and work closely with the Council Treasurer.
- Liaison with the School's bankers and investment managers to keep them abreast of the school's finances and requirements and take responsibility for documentation and financial transactions between the school and these parties.
- Onsite management of cash and petty cash registers.
- Manage and monitor the financial aspects of contracts, tenders, and service agreements.
- Manage, monitor and disburse Bursary and Scholarship funds in line with instructions from the Bursary Committee. Participate in the Bursary Committee.
- Liaison with the Foundation Office with regards to the financial treatment of special donations and management of the applicable bank accounts.
- Overseeing of the financial operation of the Bookroom and Clothing Exchange.
- Recommend appropriate costing methodologies, principles and approaches with the other school with regards to shared costs/services (academic and non-academic).



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- Overseeing of the financial operation of the school's side of these shared services: Academic (for example, Music School, D&T) and non-academic (for example, IT, Transport).
- Seek professional advice on insurance and advise Senior Executive and the Council on the appropriate insurances for the school and pupils. Implement the approved insurances, and handle any claims that arise.
- Seek, where necessary, professional advice on such issues of the school and school's trusts PBO and/or tax status and keep these up to date. Submit annual NPO reports.
- Participation in SABISA and ISASA for and monitoring of best finance practice in the independent school sector.
- Responsible for all statutory reporting and the financial management of the Trusts within the school.
Undertake other duties deemed appropriate by the Business Manager and/or Head.

Human Resources (Administration) (20%)

Staff Supervision: Finance, Administration and HR (Administration) areas

- The appointment, organisation and supervision of the work of staff in the financial, administration and Human Resources (administration) areas.
- Ensure that staff members complete the work that has been assigned to them.
- Responsible for ensuring that the quality of the work completed by staff meets the standards required.
- Responsible for addressing performance problems with staff and documenting these discussions.
- Performance issues and problems are to be addressed in keeping with the policies of the School.
- Major performance problems and issues to be managed in consultation with the Business Manager.

Payroll and HR Administration Support

- Provide, administer and monitor a comprehensive payroll service for all school staff, including operation of the various pension and medical aid schemes, statutory/tax deductions and other deductions in which the school participates.



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- Participation in the annual Salary Review process.
- Manage and report on Staff Headcount and Vacancies.
- Maintain confidential staff records and ensure that any staff records held in the school by others are kept confidential.
- Monitor all staff leave records.
- Oversee and draw up all staff contracts.
- Responsible for general personnel administration matters including employment clearance for new staff (e.g. medical checks) and issuing contracts of employment.
- Advise Council on assessment of salaries, expenses, leave, sickness and maternity procedures.
- Prepare and submit generic HR reports (for example, Skill Development; EE Report).
- Awarding and control of Staff Loans.

COMPETENCIES: KNOWLEDGE, SKILLS & ATTRIBUTES

The job incumbent is expected to demonstrate the following competencies:

Leadership competencies:

- Understanding of the social, political and economic environments in South Africa.
- Ability to think creatively and innovatively particularly as regards the provision of financial support.
- People management skills with a consultative and inclusive style, able to build consensus and commitment to new initiatives.
- Ability to develop, articulate and implement strategic goals.
- Ability to represent the school and act as an ambassador.

Once on the job:

- Understanding of the social, political, economic challenges facing Education (with a primary focus on schools) today, at the global and national levels and the implications of this for schools such as this
- Understanding of the challenges and opportunities in respect of being an independent school within Africa and in South Africa and the financial implications of this for the school



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Personal attributes:

- Personal credibility and an ability to engender respect and instill confidence in people at different levels within the school.
- Unquestionable personal integrity with a keen sense of fairness, able to balance the competing demands within the schools with staff, students, parent expectations and organisational resources
- Commitment to transparent management.
- High level of personal responsibility and corporate obligation with a results focus and a strong sense of accountability.
- High level of professionalism and conduct that will enhance the reputation of the schools.
- Personal Flexibility: willing to consider alternative perspectives and ideas but with an ability to make difficult decisions independently.
- Able to act decisively on critical financial matters and being able to take decisions timeously in the interests of improved financial management of the school, consulting, where required, with the Business Manager and Head.
- Excellent communication and interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and backgrounds.
- Methodical and logical thinker with strong attention to detail and meeting deadlines.
- Able to deal with work and deadline pressures without compromising the integrity of the financial disciplines, routines and reporting.
- Champions diversity: culturally aware and sensitive, fosters an attitude of appreciating diversity in others.
- Actively seeks feedback, able to withstand criticism and use constructive criticism to improve.
- Able to cope with numerous queries/interruptions.



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Management competencies:

- High level of financial and people management skills
- Sound policy development and implementation skills
- High level problem solving and conceptual reasoning skills
- Change management skills
- Excellent organizational and planning skills
- Able to manage and motivate staff

Administrative competencies

- Sound Computer literacy: able to work with a word processor, spreadsheets, the internet/web browsing skills, a presentation package and electronic mail.
- Critical administrative skills include good organisational and planning skills, time management skills and able to manage multiple demands.
- Able to develop and drive the implementation of logical and effective financial and administrative systems and processes.
- Able to develop and generate appropriate financial reports, financial models and spread sheets.

EDUCATION / EXPERIENCE: The individual is expected to have at least a B. Degree or equivalent (3 years), preferably with a major in Accounting plus 5 years relevant experience where such experience includes: -

- Experience in a financial manager role, or as a Bursar at an Independent School (latter not essential);
- Experience in Accounting, Cash Flow Management, Debtors Management and Contract Management (financial element);
- Experience in Administration and Payroll Management (preferably VIP Payroll)
- Thorough knowledge and experience in Pastel Accounting would be a significant advantage.
- Experience in management and leadership roles.



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- Experience in human resources administration will be an advantage.
- Experience in education where the focus has been in finance and administration will be an advantage.
- Experience in the design, development and preparation of management reports.

To apply please send a comprehensive CV and letter of motivation quoting reference number **AP314** to Genevieve Michel at info@talenting.co.za