



The Wykeham Collegiate

Member of the Independent Schools' Association of Southern Africa

May 2019

BURSAR JOB DESCRIPTION

FULL TIME POST

Starting 1 December 2019 (negotiable)

- Reporting to:** Lady Principal with respect to day to day operations
Board with respect to matters of governance
(direct liaison with the Chairman of Finance Board member)
- Direct reports:** 5
- Job purpose:** Administration of Finance, Maintenance and Risk aspects of the school.

Main activities in this role:

Administration of Finance

- Administer the various financial functions in the school (including budgeting, procurement, banking, payroll and credit control)
- Administer the running of the school shop and tuck shop
- Administer the legal, contractual, company secretarial and taxation aspects
- Carry out the function of Responsible Person with regard to the administration of the staff retirement funds
- Report to Board and management on the financial results and status

Administration of Maintenance & liaison on Development Projects

- Administer the ongoing routine maintenance carried out by staff
- Administer the periodic maintenance carried out by external contractors
- Liaise with staff, board and architect re development projects

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Administration of Risk

- Ensure that the physical security of the premises is safeguarded
- Play an active role in the management of safety on the premises (Chair Safety meetings)
- Ensure controls are in place to minimise loss and maintain good governance
- Ensure Workmen's Compensation cover is in place
- Manage the insurance cover so as to cover major risks (in liaison with Chairman of Finance)

General

- Contribute to the strategic direction of the school
- Play an active part in liaison between the Board and School Management.

- JOB DESCRIPTION ENDS -