

Brighton Waldorf School

Job Description

Bursar

Place of Work:

Brighton Waldorf School, Roedean Road, Brighton BN2 5RA

Times of Work:

1-2 days a week. Hours to be discussed at interview stage

Remuneration: £25,000pa pro rata

Closing Date: Until filled

Contract: Permanent

Probationary Period: One term

Interview Date: TBC

How to Apply:

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to: admin@brightonwaldorfschool.org

www.brightonwaldorfschool.org

The Brighton Waldorf School, Roedean Road, Brighton, East
Sussex, BN2 5RA Tel: 01273 386300 Email:

enquiries@brightonwaldorfschool.org Company Limited by Guarantee

No. 2395378. Registered Charity No. 802036

Vacancy for immediate start: part-time Bursar

Brighton Waldorf School is a small urban independent school with a rich curriculum based on Waldorf pedagogy. The school has approximately 150 pupils between the ages of two and sixteen and is a member of the worldwide family of Steiner Waldorf school.

As Bursar you will be responsible for ensuring an effective and sound financial operation that supports the well-being and future development of the school and meets all statutory requirements. You will provide support and advice to the Finance administrator who is responsible for day-to-day financial activities and you will report to and advise the School Leadership Team on a regular basis.

An accounting qualification and/ proven experience in finance up to preparation of year end accounts is essential for this role, as is experience of working with accounts and payroll software packages, ideally including Xero and Excel.

This is a part-time post and while the hours to be worked will be agreed there is a great deal of flexibility around the pattern of work. You would, however, be expected to attend Leadership meetings from time to time and to be available, by arrangement, for occasional meetings with parents or trustees.

Key responsibilities

- Ensure robust financial planning and operation for the whole school including forward financial planning and longer-term funding plans.
- Take overall responsibility for keeping accurate accounting records according to current statutory guidelines and make all required periodic returns.
- Work with the Finance Administrator to manage any ongoing queries or difficulties and provide general ongoing support.
- Prepare accurate monthly financial reports for the Leadership team and Trustees, especially highlighting areas of concern.
- In conjunction with the Finance Administrator hold financial/commitment interviews with new parents as required and in line with current policy.

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- Draft the annual budget and cashflow for discussion and agreement with the Leadership team and the Trustees.
- Liaise with the school accountant to ensure timely preparation and submission of annual accounts
- Review financial procedures to ensure they meet the needs of the school and statutory requirements.

Application process

Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website
<https://www.brightonwaldorfschool.org/>

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If there is any reason you are not able to email your application, please state why, and send by post to:

The Administrator
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA

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