

## Appointment of Bursar at Hampton Court House

Hampton Court House is a place of wonder and inspiration, where the children are at the heart of everything we do. As Principal, I am unashamedly and unapologetically idealistic about the power of education to transform young people, and HCH is the perfect environment for this to happen. Walking through the gates at HCH transports our children to a special place where they can thrive and flourish, where they are respected and valued as independent and autonomous individuals, and where they are known and deeply cared for by every member of staff. Our children are empowered, enabled, and treasured.

HCH is unique and distinct, and we are proud to be so because we know how motivating, inspiring and nurturing this is for the young people in our care and how it helps them achieve their highest potential.

Following the imminent retirement of our outstanding Bursar, we seek to welcome to our team, a suitably qualified bursar to take over the managing and development of financial procedures of the school; delivering efficient and effective management of a wide portfolio of processes and procedures that fall within the finance team. This includes the oversight and placing of contracts, financial reporting and procurement whilst providing wise counsel to me and my senior leadership team and managing the finance team, as the school continues to grow and flourish.



**Katherine Vintiner**  
Principal

### Job Description

#### Organisational Information

Reporting to: The Principal  
Functional links to: Dukes Finance Director

<b>Job type</b>	Permanent, full-time
<b>Start date</b>	July 2024
<b>Apply by</b>	1 July 2024

#### Main purpose

- Provide effective management of the day-to-day operation of the financial systems at the school
- Management of other Finance staff (as appropriate) at the school
- Work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of the school and to carry out the roles outlines in their respective job descriptions to the highest level
- The post-holder will be responsible for the financial health of Hampton Court House and will manage the finance function producing financial reports and assisting the Principal in making business decisions.

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### **Responsibilities/ Accountabilities**

- Manage all aspects of the accounts receivable process, including the raising of billing, managing direct debits/school fee plans, and liaising with parents directly on outstanding debts due in accordance with credit control policy
- Manage all aspects of the accounts payable process, including ensuring the authorisation of invoices prior to payment, the management of payment cycles and control of monthly payment runs
- Maintain the financial ledgers and accounting processes and ensure that appropriate financial controls are adhered to with reference to the Dukes' finance manuals
- Ensure that appropriate finance and support systems are implemented and maintained in line with Dukes' finance manuals
- Control budgets, with production of periodic reports to budget holders during the financial year
- Prepare the monthly management accounts, including the consolidated profit and loss account, the balance sheet and reconciled balance sheet accounts, providing a detailed analytical commentary to demonstrate an appropriate business understanding
- Control the school's cash effectively through working capital management and accurate, timely forecasting
- Update the monthly financial and cash forecasts for review by the Finance Director and Group Financial Controller
- Prepare and present the finance schedules and forecasts required for the monthly review and termly governance meetings with Dukes
- Collate pupil and staff statistical data for monthly reporting to Dukes
- Oversee the monthly payroll adjustments, the submission and processing of the monthly payroll, and liaise with the payroll agency
- Liaise with all budget holders to co-ordinate and produce the annual budget to Dukes' budget timetable, and in line with the budget targets issued and overall school strategy
- Develop and implement a Finance strategy that supports business objectives and oversee delivery of key deliverables
- Design and implement effective Finance policies and procedures to help drive the development of Finance, leading on change and transformation throughout the school
- Produce timely statutory and internal financial reports, together with the co-ordination of audit schedules and liaison with auditors as required
- Undertake ad hoc projects as and when directed by the Principal