



Sacred Heart College

Sacred Heart Avenue, St. Julian's STJ 1432

Sacred Heart College Bursar Job Description and Role Profile

The main responsibilities connected to this post are the following:

- Ensuring the accounting records of the Foundation are maintained according to generally accepted accounting standards.
- Ensuring that the process of integrating the College departmental accounts into a centralised accounting software system is carried out effectively and concluded within a reasonable timeframe.
- Managing accounts payable and receivable and ensuring processing of payments and receivables is efficient and timely.
- Overseeing day-to-day cash management and cash handling including handling petty cash.
- Reconciling bank statements on a monthly basis, including monitoring of deposits.
- Preparing financial statements on a quarterly basis or as otherwise required.
- Maintaining cost analyses and other statistical records.
- Preparing system-generated and other *ad hoc* reports as may be required.
- Preparing and managing the annual budget for the College.
- Assisting the College Director in the preparation and forecasts for a three-year financial plan.
- Assisting the College Director in the preparation and processing of quotations and tender documents.
- Organising quotation or tender evaluation boards and preparing reports.
- Preparing and submitting monthly payroll reports including preparation of pay slips and any payroll-related documentation, inclusive of statutory year-end returns (FS3 and FS7).
- Ensuring and overseeing the processing, record-keeping and timely issuing of receipts for donations received.
- Drafting of employment contracts in conjunction with the College Director.
- Carrying out administrative duties and liaising with the College clerks on the day-to-day running of the Accounts and HR Department.
- Liaising with the Foundation's auditors, the Secretariat for Catholic Education and any other competent authority as required.
- Reporting to the Board of Governors and attending Board of Governors meetings when required.
- Attending monthly Finance Committee meetings and other meetings as required.
- Ensuring that vehicle road licenses and insurances of College-owned vehicles are paid regularly and that such vehicles are VRT-certified and serviced regularly.
- Processing VAT returns as necessary.
- Keeping in touch with legislation and legal notices relevant to the job.
- Any other duties compatible with the post.

The skills required for this post include the following:

- Strong financial/accounting skills
- Strong IT skills
- Ability to manage budgets efficiently
- Leadership and management skills
- Effective planning and organisational skills
- Good written and oral presentation skills
- Ability to communicate effectively with different stakeholders

The College Administrator will be accountable to the College Director in the first instance and ultimately to the Board of Governors of the College. The appointment is on an indefinite, full-time basis and is subject to the rules and regulations governing staff employed by Church Schools from time to time. The appointment is subject to a probationary period of one year.