



# Sacred Heart College

Sacred Heart Avenue, St. Julian's STJ 1432

## Sacred Heart College Administrator/Bursar Job Description and Role Profile

### Main Responsibilities

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.
- Managing College funds, accounts payable and receivable and ensuring processing and recording of payments and receivables using the College's Shireburn SFM system 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 any financial planning exercise that may be required from time to time.
- Assisting the College Director in the preparation and processing of quotations and tender documents.
- Assisting the College Director or acting in his/her own right in the preparation of and timely and correct submission of data and information requested by regulatory bodies, by the Board of Governors and other authorized entities.
- Assisting the College Director in the organisation, management and efficient and effective control of the physical resources of the school, including assistance in such endeavours as are embarked on to make use of these resources to optimise the raising of funds.
- Assisting the College Director in assuring an efficient customer care service and the implementation of an effective communication program.
- Participating actively in the development, promotion, updating and review of policies/codes of behaviour, procedures, and activities related to the Accounting, HR and Administrative function at the College.
- Compiling an inventory, with the assistance of the College Director and the Heads of School as necessary, according to prescribed regulations, of stores/apparatus, furniture and other material resources.

- Assisting and supporting College personnel in organising participation in EU projects and other projects in accordance with SDP targets.
- 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) as necessary.
- 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.

### **Skills Set Required**

The skills required for this post include the following:

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

### **General Conditions related to the Post**

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.