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## Your job

**Job Title: Peripatetic Bursar**

**Service: Schools Finance**

**Grade: G7**

**Reporting to: Group Finance Manager**

We are looking for an organised Peripatetic Bursar to join our well-regarded Peripatetic Bursar Service. This is an excellent opportunity to support multiple schools while working as part of a supportive and professional team in Wigan Council.

In the role you will be on-site across an allocated portfolio of schools, managing their financial processes and building effective working relationships with school staff. When not in a school you may be required to work in Wigan Town Hall with the School's Finance Team.

You will have the confidence and ability to work independently providing full financial services to schools each with their own budget and bank account.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Process orders on schools' web-based Arbor Education Finance system
- Make cheque and BACS payments
- Reconcile bank accounts and control accounts.
- Budget setting and monitoring
- Calculate and prepare the schools' annual budget figures
- Provide regular budget monitoring, including monthly monitoring of staffing costs
- Undertake variance analysis
- Monthly reporting and other areas
- Prepare and submit monthly returns to the Schools' Finance Team
- Prepare regular financial progress reports as requested
- Assist on occasional tasks with the central Schools' Finance Team.

On an ongoing basis you will:

- Provide financial support for school's additional childcare facilities where relevant.
- Expand your knowledge of schools' finances and the Arbor Education Finance System.
- Attend training sessions with other schools and the Schools Finance Team
- Contribute to the improvement of financial processes for schools in Wigan Council.
- Gain significant experience in a finance role within the education sector.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Great organisational skills
- The ability to follow procedures and deliver accurate high-quality work to strict deadlines
- Experience of working in finance, preferably in schools.
- An understanding of accounting principles, financial regulations and audit requirements.

- Strong communication skills both written and verbal.
- Knowledge of schools' financial software preferably Arbor Education Finance as well as the SIMS FMS6 finance module.
- IT skills in Excel, Word and Outlook
- To be able to travel to various school sites on a daily basis within the Wigan Council area.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”