

Finance Services

On-site finance support service: Bursar service

This service provides the peace of mind that your financial system is being maintained by a fully trained finance professional without the risks associated with employing finance staff directly. This service is also useful during periods of long term sickness of existing staff or in the interim period between recruiting new staff.

A member of the on-site finance support service will visit the school every two weeks (19 visits per year) for one full day* for 38 weeks during term time. In consultation with the school a schedule of visits will be agreed and provided at the start of the contract. Subject to availability, we will aim to ensure continuity by providing the same member of the team for each visit.

The service will provide a trained member of the team for small schools (less than 100 pupils) who will aim to complete the following:

- Ordering
- Processing invoices
- Cash and cheque transactions
- Bank reconciliations
- Weekly oracle reconciliations
- Monthly oracle reconciliations
- Monthly VAT returns
- School fund transactions
- Provide the headteacher with a monthly financial report

For larger schools, the service will provide a trained member of the team who will aim to complete the following as a minimum:

- Bank reconciliations
- Weekly oracle reconciliations

- Monthly oracle reconciliations
- Monthly VAT returns
- School fund transactions
- Provide the headteacher with a monthly financial report

We will provide written feedback at the end of each visit on work completed and any outstanding tasks. The team member will aim to be at school at 9.30am.

*Full days = *6.5 hours.*

Availability

This service is available to all local authority maintained schools. A similar service is available for academies. Please see onsite finance support service for academies.

SIC and SFVS services can be completed as part of these visits with prior notification but additional charges will apply. We would recommend these visits are undertaken by a different member of the team to provide an independent review of the schools processes.