



Stormont School

## **Assistant Bursar**

**Required for September 2019**

Stormont School is a successful independent day school for girls aged 4-11 situated at The Causeway, Potters Bar, Hertfordshire, EN6 5HA. We are currently looking to recruit an Assistant Bursar to join our dedicated administrative team.

This is a full-time, year round post and the core duty is the day to day management of financial matters, including ordering and recording of purchases, preparation of termly fee and other sales invoices, cash handling and bank reconciliations. Additional tasks to assist the Bursar will include management of the maintenance servicing schedule, involvement with health & safety management and assistance with human resources matters to include the preparation of the monthly payroll and associated returns. The role will be rich and varied and as a member of the admin team, assistance in the front office and with other ad hoc tasks will be required from time to time.

If you have a keen eye for detail and some accounting or bookkeeping experience, are flexible, adaptable and have a strong interest in the provision of education, then this is the role for you.

**Details of this post are available on the school website [www.stormontschool.org](http://www.stormontschool.org), from [hr@stormontschool.org](mailto:hr@stormontschool.org) or the School Office on 01707 654037.**

*Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

Registered Charity No. 311079